



ALBERTA GYMNASTICS FEDERATION

# TRAMPOLINE & TUMBLING

## TECHNICAL HANDBOOK

2022-2023

# Table of Contents

## **1.1 GENERAL INFORMATION**

<b><u>1.2</u></b> INTRODUCTION	1
<b><u>1.3</u></b> TRAMPOLINE & TUMBLING TECHNICAL COMMITTEE (TTTC)	1
<b><u>1.4</u></b> TRAMPOLINE AND TUMBLING TECHNICAL HANDBOOK	4
<b><u>1.5</u></b> ELIGIBILITY	5

## **2.1 TRAMPOLINE AND TUMBLING PROGRAMS**

<b><u>2.2</u></b> CANJUMP PROGRAM (NON-COMPETITIVE)	6
<b><u>2.3</u></b> FOUNDATIONAL ACROBATIC SKILLS TESTING (F.A.S.T.)	6
<b><u>2.4</u></b> COMPETITIVE PROGRAMS	6
<b><u>2.5</u></b> COMPETITIVE STRUCTURE	6

## **3.1 GENERAL COMPETITIVE REQUIREMENTS**

<b><u>3.2</u></b> EQUIPMENT REQUIREMENTS	7
<b><u>3.3</u></b> HOSTING OF ALBERTA CUPS	7
<b><u>3.4</u></b> CHANGE OF COMPETITIVE CATEGORIES	7
<b><u>3.5</u></b> GENERAL COMPETITION PROCEDURE	7
<b><u>3.6</u></b> JUDGING OF COMPETITIONS	7

## **4.1 AGF SANCTIONED COMPETITIONS AND EVENTS**

<b><u>4.2</u></b> ELIGIBILITY FOR PROVINCIALS AND WESTERNS	10
<b><u>4.3</u></b> MOBILITY OPPORTUNITIES	10
<b><u>4.4</u></b> ALBERTA TEAM – WESTERN CANADA CUP	11
<b><u>4.5</u></b> ALBERTA TEAM – TEAM EXCEL	11
<b><u>4.6</u></b> ALBERTA TEAM – CANADIAN CHAMPIONSHIPS	12
<b><u>4.7</u></b> EVENTS AND AGF SANCTIONING PROTOCOL	14

## **5.1 JUDGING**

<b><u>5.2</u></b> DUTIES	18
<b><u>5.3</u></b> JUDGING QUALIFICATIONS/UPGRADING	18

## **6.1 COACHING**

<b><u>6.2</u></b> COACHING PROGRAMS AVAILABLE IN ALBERTA	21
--	----

<b><u>6.3</u></b> COACHING QUALIFICATIONS FOR AGF SANCTIONED EVENTS	21
---	----

## **7.1 STANDINGS GUIDELINES AND PROCEDURES**

<b><u>7.2</u></b> GENERAL	24
---------------------------	----

<b><u>7.3</u></b> AGF EXPENSE POLICY	25
--------------------------------------	----

<b><u>7.4</u></b> AGF ENHANCEMENT FUNDING	27
---	----

<b><u>7.5</u></b> ATHLETE OF THE YEAR	27
---------------------------------------	----

<b><u>7.6</u></b> ATHLETE ACHIEVEMENT AWARDS	27
--	----

## **APPENDICES**

APPENDIX 1 - ALBERTA EQUIPMENT REQUIREMENTS FOR PROVINCIALS AND ALBERTA CUPS

APPENDIX 2 - EXPENSE CLAIM FORM

APPENDIX 3 - PROTOCOL FOR HOSTING ALBERTA T&T CUPS

APPENDIX 4 – ALBERTA GYMNASTICS FEDERATION ELECTIONS

APPENDIX 5 - ATHLETE OF THE YEAR CHART

APPENDIX 6 - KEN CHATEL AGGREGATE ALL AROUND AWARD

APPENDIX 7 - ALBERTA GYMNASTICS FEDERATION TEAM UNIFORM POLICY

APPENDIX 8 - ENTRY FEE REFUND FORM

APPENDIX 9 - AGF - TG INTERNATIONAL TRAVEL RESULTS FORM

APPENDIX 10 – MINIMUM COACHING REQUIREMENTS FOR TRAMPOLINE/DMT/TUMBLING

APPENDIX 11 - TEAM EXCEL SELECTION PROCESS

APPENDIX 12 - COACH CERTIFICATION EXEMPTION REQUEST FORM

APPENDIX 13 – SAFESPORT GUIDELINES FOR ALBERTA’S T&T JUDGES

APPENDIX 14 – JUDGING TRAVEL PERMISSION FORM FOR UNDERAGE JUDGES

---

## 1.1 GENERAL INFORMATION

### 1.2 INTRODUCTION

---

The Alberta Gymnastics Federation (AGF) T&T Technical Handbook is reviewed and updated as needed by the Trampoline & Tumbling Technical Committee. Notification of changes will be distributed to Trampoline and Tumbling members as required. All coaches and judges should be familiar with the entire handbook to ensure that all athletes are getting the most enjoyable and meaningful experience possible throughout their involvement in Trampoline and Tumbling.

### 1.3 TRAMPOLINE & TUMBLING TECHNICAL COMMITTEE (TTTC)

---

#### 1.3.1 COMPOSITION

The Trampoline and Tumbling Technical Committee is made up of the following positions:

##### Technical Chairperson

The Technical Chairperson will be responsible for all activities relating to competitive Trampoline and Tumbling programs in Alberta. This person will coordinate the coaching and judging programs as they relate to the total program. The Technical Chairperson with the other committee members will develop materials needed for the provincial programs and set up a method of distribution and communication related to pre-national and national programs. All questions relating to the Trampoline and Tumbling Program should be directed through the Technical Chairperson.

The Technical Chairperson will interact with the Program Manager to develop program goals and objectives, act as the liaison between AGF's Board of Directors and Gymnastics Canada (GYMCAN) Trampoline and Tumbling Program Committee.

##### Judging Coordinator

The Judging Coordinator is responsible for organizing the training programs for judges at various levels. This person will keep judges' lists and records for all competitions that are sanctioned by AGF. The Judging Coordinator is also responsible for judging assignments and panel selection for all sanctioned events including major events hosted in Alberta (except where GYMCAN or FIG is responsible).

##### Coaching Coordinator

The Coaching Coordinator is responsible for planning programs for the development of coaches and athletes in all levels (separate from the NCCP). This includes the organization and administration of clinics and training camps. The Coaching Coordinator is also responsible for implementing GYMCAN programs relating to coaches and athletes at these levels.

### Member-at-Large

Member-at-Large positions do not have specific responsibilities but are assigned tasks by the committee as the need arise.

### Athlete Representative

#### Requirements

- Athletes must have competed within 2 years of the election date
- Must be 18 years of age
- Must be an AGF member

#### Role Description

- The athlete representative's main role is to ensure communication with Alberta athletes and bring that voice to the committee. With changes occurring every year it is good to hear what might benefit the athletes more than what is planned
- Report questions and concerns the athletes bring up and any major events upcoming.
- The athlete representative will be assigned tasks by the committee
- The athlete representative will be expected to attend TTTC and TTTA meetings as much as possible

### **1.3.2 CURRENT TECHNICAL COMMITTEE MEMBERS**

#### Trampoline & Tumbling Technical Chairpersons

<b>Co- Chairperson</b> Trish Quinney	ttchair@abgym.ab.ca
<b>Co- Chairperson</b> Eran Silberg	eran.silberg@calgarygymcentre.com
<b>Co- Chairperson</b> Eran Silberg	albertajudging@gmail.com
<b>Coaching Chair</b> Dmytro Troyan	dmytro.troyan@gmail.com
<b>Member-at-Large</b> Derek Hanson	trampandtumbling@altadoregym.com
<b>Athlete Representative</b> Craig Theodore	craigtheodore@hotmail.com

### **1.3.3 TTTC MISSION STATEMENT AND GOALS**

The TTTC will promote and thereby increase public awareness of our sport, promote and assist with achieving the highest standards of excellence from our coaches, judges, and athletes (in training and in competition) and continually expand our program in both numbers and expertise.

#### 1.3.4 RESPONSIBILITIES

The TTTC has the overall responsibility for all actions taken in the Trampoline and Tumbling competitive program; More specifically:

- a) Ensures the development and maintenance of programs that are specific to the Trampoline and Tumbling Program including:
  - i. The provisions of competitive opportunities for the athletes of member clubs;
  - ii. The development and implementation of processes by which athletes can be selected to represent Alberta at major competitive events;
  - iii. The development and implementation of rules and regulations governing participation in the competitive program;
  - iv. The provisions of leadership development opportunities for coaches of competitive athletes and judges;
  - v. To provide input to GYM CAN with regard to technical matters relevant to their respective discipline;
  - vi. To perform any other functions necessary to the provision of programs specific to the individual disciplines.
- b) Formulates an annual plan for the corresponding budget for consideration by the Board of Directors and shall operate its programs in a manner consistent with the budgetary directives of the Board of Directors.

#### 1.3.5 MEETINGS & QUORUM

- a) The Technical Committee shall meet at least once every two (2) months between September and May.
- b) The Trampoline & Tumbling Program Assembly shall meet once (1) after the conclusion of the domestic competition season. This meeting will be considered the Annual General Meeting.
- c) The Annual Technical Assembly Meeting will be considered the foremost meeting for the program and will be conducted in accordance with the AGF Bylaws.
  - i. Notice                      AGF Bylaw 6.4 Notice
  - ii. Proxies                    AGF Bylaw 6.11 Proxy
  - iii. Elections                AGF Bylaw 7.8 Term of Office
  - iv. Voting                    AGF Bylaw 6.9 Votes
- d) Quorum for Technical Committee meetings shall be comprised of half the voting members of the Committee.
- e) Quorum for Technical Assembly meetings shall be comprised of at least one-third (1/3) of the total competitive T&T clubs in good standing registered with AGF. However, if at the time appointed for the holding of the given TTTA meeting the required quorum cannot be achieved, the meeting shall then stand adjourned for thirty (30) minutes at the same date and place. The members then present and entitled to vote shall be deemed as meeting the required quorum and shall be competent to transact the particular business for which the meeting was convened.
- f) All meetings will be chaired by the Technical Chairperson with the AGF representative recording the meeting minutes.
- g) Participation by phone, or zoom, is acceptable at all T&T meetings.
- h) Proxy votes are not allowed in any capacity at Annual Assembly meetings

### **1.3.6 VOTING PRIVILEGES**

- a) A printed or electronic notice stating day, hour, place of meeting, and if special business is to be transacted, will be circulated not less than 21 days and not more than 50 days prior to the meeting.
- b) During meetings of the Technical Committee, the Coaching Coordinator, Judging Coordinator, the Athlete Representative, and each Member-at-Large shall be entitled to one (1) vote with the Chairperson voting only in the event that they are casting the deciding vote.
- c) Proxy votes shall not be permitted at meetings of the Technical Committee.
- d) Conflict of interest. Please refer to AGF Bylaws Article 12 for conflict-of-interest guidelines.
- e) Each member club that offers a Trampoline and Tumbling competitive program and is registered as such with AGF shall be entitled to vote at the Trampoline and Tumbling Technical Assembly as follows:
  - i. 1 vote for a club with an F.A.S.T. Program
  - ii. 1 vote for a club with a Pre-National Program
  - iii. 1 vote for a club with a National Program
  - iv. 1 additional vote for a club if the Pre-National and National athletes total more than 25

### **1.3.7 ELECTIONS**

- a) Each position of the Technical Committee shall be elected by the voting delegates present at the respective Technical Assembly
  - i. Even-numbered years: Coaching Coordinator, one (1) Member-at-Large, and Athlete Representative
  - ii. Odd-numbered years: Chairperson, Judging Coordinator and one (1) Member-at-Large

## **1.4 TRAMPOLINE AND TUMBLING TECHNICAL HANDBOOK**

---

### **1.4.1 PURPOSE**

The purpose of the Trampoline and Tumbling Technical Handbook is to ensure consistency in the Trampoline and Tumbling Program.

### **1.4.2 TECHNICAL REGULATIONS**

Technical regulations governing all sanctioned events within the Province of Alberta will be the most current revision of the Canadian Pathways and Competition Regulations documents published by GYM CAN. In case of dispute or absence of guidelines in the GYM CAN Canadian Pathways and Competition Regulations documents, the current FIG Code of Points will be used as the reference, or for competitions involving Pre-National level athletes, this handbook shall be used as the reference.

### **1.4.3 VALIDITY**

These rules are valid from the posted revision date and will be updated and revised on an ongoing basis as rules and requirements are updated and changed. Upon any revisions being made and the updated Technical Handbook being posted on the AGF website, notifications will be sent to all affiliated Alberta clubs. These rules shall govern all sanctioned events and act as a guideline for all invitational events.



#### 1.4.4 MODIFICATION

The Technical Handbook shall be revised and updated with the rules and regulations from GYM CAN and FIG as these changes become effective. The Technical Committee, as needed, shall conduct a review of the Technical Handbook and shall prepare any major recommendations for presentation at the Annual Technical Assembly. Decisions of the Assembly shall be made in accordance with the provisions of the AGF bylaws. All member clubs eligible to vote at the preceding assembly meeting must unanimously approve any major modifications to rules or regulations that are presented or recommended at any time other than the Annual Technical Assembly.

### 1.5 ELIGIBILITY

---

- a) All athletes, coaches, and judges representing Alberta must be registered AGF members and comply with AGF's regulations for Alberta Team members.
- b) For registering athletes in age categories, age is determined by the participant's age as of December 31 of the competition year. Age splits for pre-national levels will be decided once per year. Groups will only be split once, and the age split will be the same across all three events. Age splits will be as follows:
  - i. Level 1 2010 and under, 2011 and up
  - ii. Level 2 2009 and under, 2010 and up
  - iii. Level 3 2008 and under, 2009 and up
- c) All coaches participating in provincially sanctioned events within the province must be registered AGF members and must comply with the current Technical Committee requirements for NCCP certification.
- d) Athletes will be allowed to compete at AGF-sanctioned events only if they are represented by a registered, qualified coach as described in AGF regulations.
- e) Participants may not simultaneously act as both athlete and coach.
- f) Categories will be split by the recommended age decided upon by the Committee each year. Categories will be split when there are more than 36 athletes, and the split will happen only once. Splits will be made at the time of the registration deadline and will not be removed if scratches drop the number below 36.



---

## 2.1 TRAMPOLINE & TUMBLING PROGRAMS

### 2.2 CANJUMP PROGRAM (NON-COMPETITIVE)

---

The new CanJump Program is the Alberta made badge program designed to teach athletes gymnastics skills for trampoline and tumbling in a safe and progressive method. Through working on strength, flexibility and by using drills to break down skills, athletes can progress at their own rate and learn skills on Trampoline, Tumbling and Double Mini. The new updated version of the program has been revised to aid in coach training as well as help athletes have a smoother transition to higher levels. Its emphasis is on making sure skills are learned safely.

### 2.3 FOUNDATIONAL ACROBATIC SKILLS TESTING (F.A.S.T.)

---

The F.A.S.T. Levels have been designed to provide progressive skills for the beginner and act as an entry into competitive T&T. F.A.S.T. consists of four (4) levels one each of the three (3) trampoline gymnastics disciplines; Level 1 being the beginner level and Level 4 being the most advanced. There is a physical testing component that is tracked within the clubs. There are 3 to 4 events each season where the routine portion and some of the physical tests of the program are presented to judges in a fun environment.

Athletes must be 7 years old by December 31<sup>st</sup> of the competitive year (2023).

This program is club based and hosted, not through AGF.

### 2.4 COMPETITIVE PROGRAMS

---

The competitive program has four (4) events:

- Tumbling
- Double Mini Trampoline
- Individual Trampoline
- Synchronized Trampoline

### 2.5 COMPETITIVE STRUCTURE

---

For details on the Competitive Structure, refer to the Canadian Pathways Document.

---

### 3.1 GENERAL COMPETITIVE REQUIREMENTS

### 3.2 EQUIPMENT REQUIREMENTS

---

- a) Refer to Appendix 1 Alberta Trampoline and Tumbling Equipment Requirements for Provincial Championships and Alberta Cups.
- b) Refer to the current FIG Code of Points for National Level Rules and Regulations.

**NOTE:** AGF encourages all invitational competitions to follow the equipment requirements found in Appendix 1.

### 3.3 HOSTING OF ALBERTA CUPS

---

- a) Refer to the current AGF Protocol for Hosting Alberta T&T Cups found in Appendix 3.

### 3.4 CHANGE OF COMPETITIVE CATEGORIES

- a) All athletes must be registered with AGF as competitive athletes prior to participating in any sanctioned event.
- b) Pre-National level athletes are able to compete at any level subject to coach's discretion.
- c) National level athletes must meet mobility standards as set out in the Canadian Pathways and Competition Regulations documents (subject to age and skill requirements). A recreational athlete may be deemed a competitive athlete by registering for an AGF- sanctioned competition by the deadline indicated on the meet entry form. An upgrade form (<https://abgym.ab.ca/Membership/Registration>) must be submitted to the AGF office along with applicable fees. (e.g.: registration fees for the competition, upgrading fee for the athlete as well as upgrading fee for the club if it is not already registered as a competitive club.)

### 3.5 GENERAL COMPETITION PROCEDURE

---

Competitions can be comprised of a preliminary round and a finals round. At Alberta Cups, a finals round is required for individual Trampoline Levels 5 and up, for DMT Levels 4 and Up, and Tumbling Levels 3 and up. For a club-hosted event that is not an Alberta Cup, a finals round is the decision of the host of the event and the decision must be made prior to the start of the event.

### 3.6 JUDGING OF COMPETITIONS

---

Judging at all competitions will follow the Canadian Pathways and Competition Regulations documents published by GYM CAN and the current FIG Code of Points.

#### **3.5.1 PRELIMINARY ROUND**

- a) The preliminary round consists of a set number of optional and/or voluntary passes.
- b) The start order will be randomly drawn and will be in effect for all preliminary routines/passes.

### **3.5.2 FINALS ROUND**

- a) At Provincial Championships, the top ten (10) scores from preliminaries compete in the finals round.
- b) The start order for the finals round is determined from the results in the preliminary round; the athlete with the lowest score competes first. At Alberta Cups, the start order for finals will only be re-done if time permits. In the event that there is not enough time, the athletes will compete in the same order as the preliminary round.

### **3.5.3 START OF A PASS**

Each competitor will start on the signal from the Chair of the judge's panel.

### **3.5.4 NOT MEETING MINIMUM DD**

For Trampoline Level 1 only, a 2.0 penalty for not meeting special requirements will be given from the Chair of the Judges Panel for an athlete being below minimum DD as per the Canadian Competitive system.

### **3.5.5 WINNERS**

The winner is the competitor with the highest overall score.

### **3.5.6 TEAM COMPETITION**

Team Competition for Provincial Championship's requirements are as follows:

A club team will be made up of 2 athletes from the National levels (5+) and 2 athletes from the Pre-National levels (1-4) with a maximum of 1 senior athlete allowed. There is no gender or Level 4 requirement. When substitutions are required, the request must be made to the Coaching Chairperson who will make the final decision.

The requirement of Section 6.5 of the F.I.G. Code of Points for members of a team to wear identical uniforms shall not apply for the Alberta Provincials Team Event.

### **3.5.7 COMPETITION CARDS (DD SHEETS)**

- a) Competition cards are to be handed in for both preliminaries and finals. The following levels are exempt from submitting DD cards:
  - Level 1 and 2 Tumbling
  - Level 1, 2, 3 Double Mini Trampoline
- b) The competition cards must be handed in electronically to the host by the date specified in the registration package.

### **3.5.8 DRESS FOR COMPETITORS**

- a) Dress for gymnasts and spotters will follow the Canadian Pathways and Competition Regulations documents published by GYM CAN and the current FIG Code of Points.
- b) Athletes must have hair tied back if it is long enough to get in an athlete's eyes or touch the track.

**SEE APPENDIX #9 FOR AGF TEAM UNIFORM POLICY.**

**SEE AGF Policies and Procedures for clarification in regard to religious attire in gymnastics settings.**

Current FIG Code of Points and applicable human rights legislation shall preside over all competitive activities in Canada. Please refer to the appropriate FIG/GYMCAN policy and procedures for all competitive related scenarios.

#### **3.5.9 SAFETY**

The Chair of the Judges Panel shall control the actions of the spotter. The spotter may not interfere with the view of the judges. The spotters must meet the approval of the Chair of the Judges Panel (i.e., be of the recommended height of shoulders above the trampoline and be appropriately dressed as per the FIG Code of Points).

#### **3.5.10 TIE BREAKING RULE**

The Tie Breaking Rules designated by the GYMCAN Competition Rules shall apply.

#### **3.5.11 METHOD OF SCORING**

The evaluation of execution, i.e. form, consistency, height, control, rhythm, etc., and difficulty will be done in accordance with the Canadian Pathways and Competition Regulations documents published by GYMCAN and the current FIG Code of Points.

---

## 4.1 AGF SANCTIONED COMPETITIONS AND EVENTS

## 4.2 ELIGIBILITY FOR PROVINCIALS AND WESTERNS

---

### 4.2.1 QUALIFYING STANDARDS TO COMPETE AT PROVINCIAL CHAMPIONSHIPS

- a) For DMT, Tumbling and Individual Trampoline (Levels 1, 2, & 3) the athlete must have competed once in the same category to be able to compete at Provincials in that same category in the same competitive year. For DMT, Tumbling and Individual Trampoline (Level 4), the athlete has the ability to compete at Provincial Championships in the next level provided they have mobilized.
- b) National Level athletes must compete at one (1) Cup throughout the season in order to register at Provincial Championships.
- c) For Synchronized Trampoline (all levels), athletes do not have to compete in the event prior to registering for Provincial Championships.

### 4.2.2 QUALIFYING STANDARDS TO COMPETE AT WESTERN CANADA CUP

- a) For DMT, Tumbling and Individual Trampoline (Levels 1, 2, 3, & 4) the athlete must have competed once in the same category to be able to compete at Western Canada Cup in that same category in the same competitive year.
- b) For synchronized Trampoline (all levels), athletes do not have to compete in the event prior to registering for Western Canada Cup.
- c) An athlete may move up a level from 3<sup>rd</sup> Cup to Westerns if there is a greater than eight-week (8) gap between the events.

### 4.2.3 PRE-NATIONAL ONLY SELECTION EVENT FOR WESTERN CANADA CUP

The selection procedure is done at Provincial Championships. It is not a separate event.

### 4.2.4 MEDICAL PETITIONS & QUALIFYING SCORES

In the event where an athlete is unable to compete for medical reasons at any of the qualifying events, they may submit a medical petition to attend Provincials. For the national levels, their score from the Provincial Championships may be used to create a ranking score for team selection to Canadians using only the one (1) score.

Each of these petitions will be addressed case by case by the TTTC.

## 4.3 MOBILITY OPPORTUNITIES

---

L4 athletes have the opportunity to mobilize in the first 5 competitions they participate in each season; examples of mobility events are listed below:

- a) Minimum of two (2) and maximum of three (3) Alberta Cups
- b) Provincial Championships
- c) Western Canadian Championships
- d) One out-of-province Cup
- e) L5 and higher have the following additional opportunities to mobilize:
  - Canadian Championships, Elite Canada, or any International meets recognized by GymCan.

## 4.4 ALBERTA TEAM – WESTERN CANADA CUP

---

### 4.4.1 TEAM SELECTION AND COMMITMENTS

- a) The Alberta Pre-National Team to Western Canada Cup consists of up to twelve (12) athletes; comprised from Levels 3 and 4, along with two (2) coaches and two (2) team managers.
  - i. The selection procedure is done at Provincial Championships. It is not a separate event.
  - ii. The top three (3) athletes at these levels who compete at the designated event on each discipline (TRI, DMT, and TUM) regardless of level or gender make up the first selection of the team.
  - iii. The top three (3) all-around athletes at these levels who compete at Provincial Championships regardless of level or gender make up the rest of the team.
  - iv. All team members are required to purchase the Alberta Team tracksuit and competitive attire.
- b) The financial commitment for this event is as follows: Western Canada Cup is a cost-shared event between the athlete and AGF. The costs shared include, but may not be limited to, the athlete's cost, the cost of coaches, managers, and judges.
- c) If an athlete qualifies on more than one event or on both an event and as an all-around, the remaining spots will be filled by the TTTC using the following process:
  - i. If an athlete is very close in score (within 0.1) of a qualifying spot on an event, then these athletes will be added to the team first.
  - ii. If no athletes are within 0.1 of the top 3 athletes on each event, then the next ranking all-around athletes will fill out the remainder of the 12 spots.
- d) In the case of a tie, the FIG tie-breaking rule will be used.
- e) An athlete may be on the Pre-National Level Alberta Team in one (1) event and also on the National Level Alberta Team on a different event in the same year.

## 4.5 ALBERTA TEAM – TEAM EXCEL

---

### 4.5.1 TEAM EXCEL

- a) A team of nine (9) Level 5 athletes (regardless of age category or gender) will be selected to attend an out of province event as Team Alberta. The team will also include 2 coaches and 1 manager. As per other Alberta teams their expenses will be cost-shared.
- b) The TTTC will determine what event to attend and what the trial process will be (see Appendix 13).
- c) The team will be selected as follows (once selected, an athlete may compete on more events than what they were selected for):
  - i. Top 3 on Tumbling
  - ii. Top 3 on Trampoline
  - iii. Top 3 on DMT

## 4.6 ALBERTA TEAM – CANADIAN CHAMPIONSHIPS

---

### 4.6.1 TEAM SELECTION AND COMMITMENTS TO CANADIAN CHAMPIONSHIPS

Please refer to the current GYM CAN competition system.

- a) Athletes must attend a minimum of two (2) Provincial Cups or Championships in the current competitive season to be eligible to attend Canadian Championships.
- b) Athletes must have met the mobility requirements for their category in order to be eligible to compete at Canadian Championships, or Canada Cup.
- c) The 'athlete' will be responsible for all financial commitments (Registration fees, coaches', judges', and managers' costs, accommodations, meals, etc.) AGF will invoice the athletes' club upon completion of the event for the total amount.
- d) AGF will be responsible for registering the athlete and will attend to arranging accommodations, meals, etc.
- e) Travel to and from the event will be the responsibility of the athletes/club (unless otherwise indicated by AGF).
- f) Athletes must compete in Team Alberta attire (tracksuit/leotard/singlet).
- g) Athlete must submit all required medical and waiver forms by stated deadlines.
- h) Athlete must comply with the AGF Team Manual.
- i) An athlete may be on the Pre-National Level Alberta Team in one (1) event and also on the National Level Alberta Team on a different event in the same year.

### 4.6.2 QUALIFYING FOR FUNDING TO CANADIAN CHAMPIONSHIPS

- a) The TTTC's goal is to provide funding for those athletes who achieve outstanding performance at their individual level. The following guidelines must be for the athlete's current event and category.
  - i. Minimum of two (2) and maximum of three (3) Alberta Cups and Alberta Provincial Championships for funding to Canadian Championships will be held.
  - ii. Athletes who hit the Gold Standard score twice at any Alberta Cup or Provincials and is competing in that same category at Canadians will receive \$500 in funding.
  - iii. The athletes that medal at Canadian Championships (not including team final medals) will be funded for their trip to Canadians the following amounts:
    - \$500.00 per gold medal
    - \$400.00 per silver medal
    - \$300.00 per bronze medal
  - iv. Athletes may only receive up to 100% funding and will not receive money in excess of 100% of their cost share.
  - v. The above funding will be applied to the cost of the trip for the athlete and not distributed separately as a cheque.
  - vi. The athlete must compete at Provincial Championships to receive funding, unless a medical note is provided



## 4.7 EVENTS AND AGF SANCTIONING PROTOCOL

---

### 4.7.1 AWARDS FOR PROVINCIAL CHAMPIONSHIPS

Alberta provincial individual champions will be declared at each level and all-around team awards. Individual event team awards will also be determined. There will also be awards for the top 6 all around athletes in Levels 3 & 4.

- a) Individual (Men's & Women's Categories)
  - i. 1<sup>st</sup> – 3<sup>rd</sup> place – AGF medals
  - ii. 4<sup>th</sup> – 8<sup>th</sup> place – ribbons
  - iii. Team per event – 1<sup>st</sup> – 3<sup>rd</sup> plaques. 1<sup>st</sup> receives perpetual trophy.
  - iv. Ken Chatel Aggregate Award – 1<sup>st</sup> – 3<sup>rd</sup> place plaques. 1<sup>st</sup> receives perpetual trophy
  - v. Level 5 will be split by age group for receiving awards
  - vi. Level 6 will be split by age group for receiving awards
- b) Event Team Final Awards:
  - i. The team awards per event will be based on the total of the top three (3) scores from the top three (3) members per event. Those scores will then be added together to determine the team's result per event.
  - ii. Each team must have a minimum of three (3) athletes compete on each event to be eligible for that event team award.
  - iii. The event team awards will be presented to the top three (3) clubs per event, after the final calculation.
- c) Ken Chatel Aggregate Award
  - i. The Ken Chatel Aggregate Award is awarded to the team with the most points added together per event from the team final.
  - ii. Points are awarded to the top eight clubs per event based on ranking and then totaled.
  - iii. See chart Appendix 8 for complete explanation.
- d) Individual Level 3 & 4 All-Around Awards
  - i. The top 6 athletes from Level 3 and Level 4 combined will receive a plaque.

### 4.7.2 VIDEO-TAPING

- a) All sanctioned competitions must provide official video-taping of each event.
- b) It will be the responsibility of the Chair of the Judges' Panel to confer with the difficulty judges to determine if it is a legitimate concern requiring review, or if it is unfounded and a video review is not required.

### 4.7.3 COMPETITION WARM-UP FORMAT

- a) Warm-up for AGF sanctioned competitions should be as follows:
  - i. Pre-National and National
    - General Warm-up – approximately 30 minutes (no equipment).
  - ii. Level 1 and Level 2 Event Warm-up
    - 30 second (minimum 2-touch) warm-up per competitor on all events. There will be no warm-ups between routines.

- iii. Level 3 Event Warm-up
  - 45 second (minimum 2-touch) warm-up per competitor on all events. There will be no warm-ups between routines.
- iv. Level 4 Event Warm-up
  - 1 minute (minimum 3-touch) warm-up per competitor on all events. There will be no warm-ups between routines.
- v. Level 5 Event Warm-up
  - 1.5 minute (minimum 4-touch) warm-up per competitor on all events. There will be no warm-ups between routines.
- vi. Level 6, Junior and Senior Levels Event Warm-up
  - 2 Minute (minimum 5-touch) warm-up per competitor on all events. There will be no warm-ups between routines.
  - For Trampoline only, Junior will receive 2.5 minutes per competitor (minimum 5-touch) and Senior will receive 3 minute per competitor (minimum 8-touch). If a block warm-up time has been offered separately, then they would only receive a 5-touch warm-up.

NOTE: In any event where finals are required, e.g. Level 3+ tumbling, appropriate warm-up times must be adjusted in length.

- b) This competition warm-up format will be used at all AGF sanctioned meets and is recommended to all clubs hosting invitational events.

#### **4.7.4 COMPETITIVE ORDER**

Draw for competitive order and starting events for all AGF sanctioned competitions will be completed by random draw using an approved scoring system immediately following the competition registration deadline.

#### **4.7.5 PETITION PROCEDURE**

A petition is a formal request presented to the appropriate committee or assembly for the 'relaxation' of an established rule(s), regulation(s) or procedure(s). The mechanism of petitions is intended to provide an opportunity to account for extraordinary circumstances to ensure that established rules, regulations and procedures do not compromise AGF's efforts in achieving specific goals and objectives. However, by their nature, approved petitions have the potential to erode the credibility of AGF and its programs. Therefore, petitions are generally approved only when there is compelling evidence that the Federation's mandate will be best served by allowing a relaxation of the rules, regulations, or procedures.

There are two basic types of petitions as indicated below:

a) Medical Petitions for Refund

Medical petition for refund may be submitted up to a week after the event for an athlete who has a health or injury-related condition and is under the care of a certified medical practitioner (i.e., M.D.). The medical petition for refund must be completed on the proper AGF form (Appendix 2).

b) General Petition

A petition may be submitted by or on behalf of any individual who feels that the strict application of a specific rule(s), regulation(s), and procedure(s) will significantly compromise the stated objective of the Federation. General petitions often involve matters of opinion and discretion, and therefore the applicant must provide very compelling evidence to justify a relaxation of the rules. General petitions must be submitted in writing to the Trampoline and Tumbling Technical Committee by a date set by the Committee.

\*Please note that any weather-related issues in regards to AGF-sanctioned events will be addressed on a case-by-case basis.

#### **4.7.6 MEET ENTRY FEES**

For sanctioned meets the following entry fees must be paid by all competitors at the time of the meet entry and can be located in the AGF Communications Binder:

- i. Registration fee for Alberta Cups is set for both Pre-National and National Athletes at \$110.00
- ii. An additional \$35.00 per athlete will be charged for late registrations.

#### **4.7.7 COMPETITIVE REGISTRATION**

- a) Each competitive gymnast, coach, and judge must be registered in the appropriate level with AGF for each year.
- b) Any gymnast not registered by the deadline will not be allowed to compete in any AGF-sanctioned meets during that competitive season.

#### **4.7.8 EVENT RESULTS**

- a) It is the responsibility of the event host to send a copy of the event results to AGF and all competing clubs immediately following the event.
- b) All original copies of the event score sheets and final results must be sent to the appropriate Judging Coordinator immediately following the event.
- c) It is the responsibility of the event host to send a copy of the event results to the Program Manager at Gymnastics Canada.

#### **4.7.9 MEDICAL PERSONNEL**

AGF requires acceptable medical personnel to be present at all training and competitive times during the AGF-sanctioned competitions. AGF will incur costs for medical personnel up to the \$250.00 per day. It is the responsibility of the host club to submit a receipt for the costs incurred within 1 week after the completion of the event.

Qualified Emergency Medical personnel will be restricted to:

- i. Paramedics
- ii. Emergency Medical Technician (EMT)

The following shall not be considered adequate, but may be used on site for additional support

- i. St. Johns Ambulance Volunteers
- ii. Emergency Responders (EMR)
- iii. Chiropractors
- iv. Physiotherapists
- v. Medical Doctors
- vi. Qualified Athletic Therapist

---

## 5.1 JUDGING

### 5.2 DUTIES

---

- a) Judges are to officiate with complete impartiality, respecting and abiding the rules which govern them in true spirit of sportsmanship. Sporting justice, ethics, and honesty are the basis of a fair judgment.
- b) Judges will adhere to the most current revision of the Canadian Pathways and Competition Regulations documents published by GYMCAN. In case of dispute or absence of guidelines in the GYMCAN Canadian Pathways and Competition Regulations documents, the current FIG Code of Points will be used as reference.

### 5.3 JUDGING QUALIFICATIONS/UPGRADING

---

AGF follows the Canada-wide GYMCAN approved judging levels and requirement guidelines.

#### **5.2.1 F.A.S.T./PRE-NATIONAL LEVEL**

There are four (4) levels of Provincial Judges in Alberta. Please contact the Judging Coordinator for full explanation of requirements of each level.

Provincial 4 (P4) – In Alberta, this level is considered a training level.

Provincial 3 (P3) – A provincial 3 judge will have passed all of the Provincial exams (Execution, DD, and Chair) and have completed the minimum of 15 judging hours. At this level, judges become eligible to judge at AGF meets, including Provincial Championships and Alberta Cups for the appropriate levels, and also to be considered to judge at Westerns Canadian Championships.

Provincial 2 (P2) – A Provincial 2 judge will have judged as a Provincial 3 judge for a minimum of two (2) years, have passed the National readiness exams (Execution, DD, and Chair) and have completed the minimum of 15 judging hours.

Provincial 1 (P1) – A Provincial 1 judge will have completed all of the requirements of the Provincial 2 judge along with having passed the DD exam specific for a Provincial 1 judge (Junior and Senior level of DD).

#### a) QUALIFICATIONS

To qualify to become a provincial judge, participants must be 15 years of age if a trampoline sport athlete or must be at least 16 years of age. They must have completed all required judging and shadowing hours and passed the Alberta Judging course and any recertification or upgrading requirements as required by the judging coordinator.

#### b) UPGRADING

At the Provincial Level a judge must be active in judging to maintain their certification as a provincial level judge. The decision will be made by the Judging Coordinator upon review of the individual's judging ability and in accordance with the Canadian Provincial Judging requirements if they would need to re-sit the provincial exam the following year.

c) JUDGING OBSERVATION HOURS

All Provincial Judges:

- The Judging Coordinator will advise of the recommended hours needed of gym observation and panel shadowing (Pre-national level or higher), under the supervision of a level II coach or a senior judge.

### 5.2.2 NATIONAL LEVEL

There are three (3) levels of National Judges in Canada. Please contact the Judging Coordinator for full explanation of requirements of each level.

National 3 – At this level, judges are able to judge Level 5 athletes only.

National 2 – At this level, judges are able to judge the up to level 6 athletes only.

National 1 – At this level, judges are able to judge all national levels.

#### QUALIFICATIONS

To become a national level judge, one must be ranked at the Provincial Level 2 or Provincial Level 1 for a minimum of two (2) years. The Provincial Trampoline and Tumbling Technical Committee will select the individual or individuals that will be eligible to take the National course.

### 5.2.3 F.I.G.

#### QUALIFICATIONS

- a) To be eligible to attend this course one must be ranked at the National 1 level for a minimum of one (1) cycle. The provincial TTTC will put forward names of eligible judges to the National Trampoline and Tumbling Program Committee who will then select the judges to attend the F.I.G. course.
- b) This course is offered in conjunction with a GYM CAN Event every four (4) years.

### 5.2.4 GENERAL JUDGING REQUIREMENTS

a) Responsibilities

- i. Judges must make every effort to uphold high professional ethics as they relate to judging at a competition.
- ii. Judges and coaches are encouraged to communicate informally prior to and/or after competitions regarding any technical concerns.

b) Uniform

The uniform for judges at all AGF sanctioned meets for National, Provincial and Pre-Competitive categories in Alberta shall be a dark blue suit for both men and women. Men are also required to wear a white shirt and dark tie and women are required to wear a white blouse.

c) Travel

Travel, accommodation and meals will be compensated for under the general rules as set out annually by the AGF Board of Directors. The Judging Coordinator must approve all travel arrangements. Failure to do so may result in no travel compensation. If judges choose to travel with their affiliated clubs to AGF sanctioned competitions where they are actively judging, they may be eligible for partial compensation for mileage and accommodation.

### 5.2.5 AGF JUDGES REGISTRATION

The purpose of the registration is to ensure that all competitions are judged by qualified officials, independent of any club. Judges must pay the registration fee and register by the deadline each year to be considered an AGF Registered Judge.

### 5.2.6 HONORARIA

Judges will be paid an honorarium for judging at sanctioned meets according to the scale below, providing they are registered with AGF/GYMCAN. The honorarium is based on the total amount of years they have been a judge and the level of certification.

Please note: judges do not receive a judging honorarium when judging at the following events: Western Canada Cup, Canadian Championships, and Canada Cup.

Dollar amount per Hour

PROV	1 to 4	5 to 9	10 +		YEARS
Level 3	14	15	16		
Levels 2 & 1	16	17	18		
National – Level 3	1 to 4	5 to 9	10 +		YEARS
Level 5 (1 event)	19	20	21		
Level 5 (2 events)	20	21	22		
Level 5 (3 events)	21	22	23		
National – Levels 2 & 1	1 to 4	5 to 9	10 +		YEARS
Level 6/Jr/Sr (1 event)	20	21	22		
Level 6/Jr/Sr (2 events)	21	22	23		
Level 6/Jr/Sr (3 events)	22	23	24		
FIG		5 to 9	10 to 14	15 +	YEARS
		25	28	31	

#### Notes:

- Provincial Level 3 – Provincial judges judging at the pre-national level
- Provincial Level 2 & 1 – Provincial judges judging at national level
- National Level 3 – National judge for Level 5 certified in one (1), two (2), or three (3) events
- National Level 2 – National judge for Level 6 certified in one (1), two (2), or three (3) events
- National Level 1 – National judge for Junior/Senior level judge certified in one (1), two (2), or three (3) events
- Levels paid upon request by Judging Coordinator for that event



---

## 6.1 COACHING

### 6.2 COACHING PROGRAMS AVAILABLE IN ALBERTA

---

#### 6.2.1 NCCP CERTIFICATION

Please refer to the AGF website for the most up-to-date information and certification process for the National Coaching Certification Program (NCCP).

#### 6.2.2 AGF CERTIFICATION REQUIREMENTS

Programs using any trampoline surface must have a level 2 trampoline certified coach present. Unstructured trampoline use is not permitted.

### 6.3 COACHING QUALIFICATIONS FOR AGF SANCTIONED EVENTS

---

#### 6.3.1 F.A.S.T. LEVEL COACHES

Gymnastics Foundations coaches can work with F.A.S.T. athletes, however they must work within their scope of training and under the supervision of a Level 2 or C1 trampoline certified coach.

#### 6.3.2 PRE-NATIONAL LEVEL COACHES

Pre-National coaches (athletes at levels 1-4) must be NCCP Level 2 or C1 Trampoline certified in order to coach athletes on trampoline and DMT. Coaches must be NCCP Level 2 or C1 Artistic Gymnastics and/or Trampoline certified to coach athletes in tumbling.

#### 6.3.3 NATIONAL LEVEL COACHES

All National coaches (athletes at Levels 5+) must be Level 3 Trampoline certified to coach athletes on Tumbling and DMT and either be Level 3 Artistic Gymnastics or Trampoline certified to coach athletes on Tumbling.

#### 6.3.4 SELECTION OF TEAM COACHES

- a) By the Provincial Championships registration deadline, clubs will submit which coaches they would like to be eligible as a coach for Canadian Championships.
- b) Clubs will notify AGF of eligible coaches on the Provincial Championships registration form.
- c) Clubs may submit 0, 1, 2, or 3 names that are Level 3 certified eligible coaches from their club.
- d) Athletes who meet the requirements to attend Canadian Championships by the end of Provincial Championships will count for the selection of coaches to Canadians.
  - i. Clubs that have 2 to 8 athletes attending, will be allocated 1 coaching position.
  - ii. Clubs that have 9 to 15 athletes attending, will be allocated 2 coaching positions.
  - iii. Clubs that have between 16 or more athletes attending, will be allocated 3 coaching positions.
  - iv. No additional points will be allocated for additional events or for higher level athletes in this selection process.
- e) A club does not have to fill all the coaching positions that were allocated to them and will never be allocated more than 3 coaching positions.

- f) All coaches selected to attend Canadian Championships will be a Team Alberta coach and will have expectations to coach and manage the entire team.
- g) The coaches' roles and expectations will be communicated prior to the event and it is expected that coaches work together to support everyone.
  - i. Coaching Coordinator
    - Ensures that all athletes are being provided with the technical support they need. Coordinates the work of the coaching staff. Supports and supervises the actions of the event staff.
  - ii. Lead Event Coach
    - Oversees the technical support for all athletes all levels on that event. Performance focused in conjunction with personal coaches and athletes leads all performance-based decisions, i.e. skills in/out. Reviews all athletes' goal sheets.
  - iii. Event Floor Manager
    - Ensures that the right athletes are in the right place at the right time for the designated event. Oversees the non-equipment-based warm-ups. Provides technical support for events. Ensures spotters are in place. Ensures the DD flashed matches the DD that was performed.
  - iv. Event Support
    - Ensures all DD cards are completed and turned in on time for the event. Expected to ensure that both competitive gym and training gym are covered from a coaching point of view all events. In the case of an injury, provides the support that is needed or fills needed roles.

#### **6.3.5 REQUIREMENTS/GUIDELINES**

- a) Coaches of provincial teams shall be at least 19 years of age.
- b) The coach should have coached for a minimum of 3 years at a competitive level.
- c) The coach selected should be working directly with the club athletes who have been selected to the provincial team.
- d) All Provincial team coaches for Canadian Championships are required to be fully NCCP Level 3 Trampoline certified.
- e) The coach must agree to work with all provincial team athletes equally and fairly and must be prepared, if necessary, to be responsible for the team members throughout the entire trip (not just on the competition floor).
- f) The coach must stay in the same residence or hotel as the team unless otherwise assigned by the organizing committee or AGF.
- g) Team coaches are responsible for the overall supervision and management of the team's activities from the moment they depart, during and after the competition until the moment they return from the event. Those duties are performed in close collaboration with the AGF assigned staff and the Alberta delegation personnel.
- h) All team coaches must attend the Opening and Closing Ceremonies, unless otherwise exempted.
- i) The schedule of on-site team meetings is the responsibility of the team coaches. In competitions where there is multi-level representation, the meetings may be called by the various delegation managers, according to the authority conferred to them by AGF.

- j) The on-site application of the team rules and regulations for team members is the responsibility of the team coaches, unless specified otherwise. Those duties are performed in close collaboration with AGF member to report incidents which may require further attention to the appropriate Head of the Delegation (manager, Chef de Mission or other).
- k) Any coach that is registered by AGF as part of any Alberta contingent must have all proper documentation submitted to the AGF office prior to the event/competition registration deadline as per AGF policy:
  - Be certified in the *Respect in Sport Abuse Prevention Program*,
  - Have submitted a Criminal Police Check (Valid for a period of three (3) years)
  - Have submitted Child Welfare (intervention) check (valid for a period of three (3) years)
  - Have current Standard First Aid and CPR certification.

#### **6.3.6 ROLES AND RESPONSIBILITIES OF ALBERTA TEAM COACHES**

- a) Team coaches' act as ambassadors/advocates on behalf of the athletes in terms of ensuring that the technical elements are being executed in accordance with the prescribed rules and regulations in effect.
- b) Team coaches are expected to represent Alberta at all technical meetings and to communicate all the information arising from those meetings to the rest of the delegation.
- c) Team coaches will be assigned to assist a specific team manager for the duration of the event. In extreme cases (i.e. injury) the team coaches may be required to provide additional assistance in managing the team's activities.

---

## 7.1 STANDING GUIDELINES & PROCEDURES

### 7.2 GENERAL

---

#### 7.2.1 AGF CODE OF ETHICS/CODE OF CONDUCT

- It is the responsibility of all AGF members to review the Code of Ethics/Code of Conduct of the AGF Policies and Procedures. Copies may be obtained either through the Club or by contacting the AGF office.
- If you would like to file a report of violation, please visit the AGF webpage <https://abgym.ab.ca/Safe-Sport/Report-a-Concern-or-Violation>

#### 7.2.2 AGF ALCOHOL, TOBACCO, AND CANNABIS POLICY

- a) ALCOHOL, TOBACCO, AND CANNABIS
  - i. Alberta Law defines a minor as a person under the age of 18 years. This is also the legal age in Quebec and Manitoba. The legal age in the rest of the country is 19 years of age.
  - ii. Minors shall not consume alcohol, nor use any tobacco or cannabis products, including snuff, at any time during team travel to or from the event. Minors found possessing any alcohol, tobacco, or cannabis products will have these items confiscated and may be subjected to further discipline.
- b) CONSUMPTION OF ALCOHOL IN PUBLIC SPACES
  - i. All Team AGF members will refrain from consuming alcohol, tobacco, or cannabis except for alcohol purchased and consumed in accordance with a license that permits consumption in a public place (i.e. open aired patio), a person must not, in a public place, consume alcohol or possess alcohol in an open container.
  - ii. All Team AGF members who are of legal age (provincial legislation) will not consume alcohol, tobacco, or cannabis in the presence or vicinity of minors. All AGF members are encouraged to take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events and should make every attempt not to consume alcohol, tobacco, or cannabis in the presence of athletes.

#### 7.2.3 REGULATIONS FOR ALBERTA TEAM REPRESENTATIVES

- a) ATHLETES
  - i. Please refer to the Code of ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to athletes.
- b) OFFICIALS
  - i. Please refer to the Code of Ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to officials.
  - ii. All officials are responsible to support and enforce these above regulations as well as to report any violations. Officials contributing to, or having knowledge of violations, will be subject to disciplinary action.
  - iii. All officials are responsible to attend meetings and functions as assigned.
  - iv. Must be certified in the Respect in Sport program.
- c) COACHES
  - i. Please refer to the Code of Ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to coaches.

- ii. All coaches are responsible for their specific team for the duration of the competition, on and off the floor.
- iii. Responsible for setting competitive dress for the team. All team coaches must wear AGF apparel.
- iv. The coach is the agent for their athlete(s).
- v. Responsible to set and enforce curfew for team in cooperation with the team manager (refer to Team “Leaders” Manual).
- vi. It is the responsibility of all AGF members to review the Code of Ethics/Code of Conduct of the AGF Policies and Procedures. Copies may be obtained either through the club or by contacting the AGF office.
- d) ALL TEAM COACHES, MANAGERS, AND CHEF DE MISSION:
  - i. Any Team coach, manager, and Chef de Mission that is registered by AGF as part of any Alberta contingent must be certified in the Respect in Sport Abuse Program, possess current standard First Aid and CPR certification, and submit a Criminal Record/Child Welfare Check.

## 7.3 AGF EXPENSE POLICY

---

### 7.3.1 SUMMARY

AGF’s Expense Claim Policy applies to expenses that may be incurred by individuals while carrying out duties on behalf of the AGF including meetings, clinics workshops, judging assignments and the like. This policy does not apply to expenses for events such as major competitions; allowable expenses for major competitions are considered on a project-by-project basis in relation to AGF’s annual budget.

- a) Expense claims MUST be submitted within 30 days following the completion date of the activity on the official form (See Appendix 3).
- b) Expenses incurred in a given fiscal year must be claimed before June 30<sup>th</sup> of the current year, unless an extension is granted by the AGF President/CEO.
- c) AGF Expense claim forms submitted after this deadline will not be reimbursed unless an extension is granted by the AGF President/CEO.
- d) Expenses will only be reimbursed for the approved time period of the event (individuals are responsible for any additional time that may occur prior to or after an event).
- e) Expenses that are not substantiated by receipts will not be reimbursed (with the exception of meal and personal vehicle allowances).
- f) Expenses that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.
- g) Expense claims for courses, meets, etc. must be authorized by the main Course Conductor or Judging Coordinator prior to their submissions to the office.

### **7.3.2 TRAVEL**

- a) Travel Reservations are usually prepaid by AGF where applicable. The most economical method of transportation, meals, and accommodations will be used.
- b) Travel to and from an AGF/GYMCAN sanctioned competition is the responsibility of the athlete.
- c) Private motor vehicle travel is allowed where applicable and will be reimbursed according to the AGF Expense Policy (see Appendix 3 for current rates).
- d) Parking expenses will be reimbursed when submitted for the duration of the event. In all cases, parking reimbursement is at the direction of AGF (wherever possible, the most economical option available must be used).

### **7.3.3 CANCELLATION**

Cancellation costs incurred to AGF due to notification from an individual less than 4 weeks prior to departure will be assumed by the individual, unless medical or extenuating circumstances apply. The individual has the responsibility of providing adequate proof to the Program Manager.

### **7.3.4 ACCOMMODATION**

- a) All accommodation arrangements for provincially sanctioned events will be made by AGF. AGF will be responsible for room charges only. You will be requested to pay any restaurant, bar, movie, telephone, or miscellaneous charges. If you pay your own room charges, receipts must be attached to your Expense Claim Form that is submitted.
- b) AGF's policy is to provide "double occupancy" accommodation. Anyone requesting "single occupancy" or wishing to bring their spouse must be prepared to pay any additional costs. If you are at a sanctioned event as both a coach on the floor and in a judging role at the same event, AGF will only pay half of the room cost; the other half is the responsibility of the individual.
- c) All Alberta coaches (team, independent, etc.) must stay in the same residence or hotel as the Alberta delegation (coaches, athletes, managers, chefs) unless otherwise assigned by AGF, regardless of whether the competition is in our home Province/city.
- d) Since judges are not responsible for athletes, if the competition is in the judge's home city, a judge may choose to stay with the delegation or at home (food and parking costs will be reimbursed). All out-of-town judges must stay with the Alberta delegation.
- e) Please note: AGF policies take precedence over GYMCAN/LOC/etc. Policies.

### **7.3.5 MEALS**

- a) Meal reimbursement will be made at a predetermined daily rate. Please see Appendix 2 for current rates.
- b) Meal reimbursement at a competition where an appropriate meal was provided is not permitted.

### **7.3.6 EXCEPTIONS TO THE POLICY**

The President/CEO must approve exceptions to this policy in advance of the event.

## 7.4 AGF ENHANCEMENT FUNDING

---

For a complete breakdown of the current AGF Enhancement Funding Criteria, please contact the AGF office.

## 7.5 ATHLETE OF THE YEAR

---

Alberta T&T Ranking List for Male and Female Athlete of the Year

- Points are accumulated for various achievements during the past AGF budget year (September 1<sup>st</sup> - August 31<sup>st</sup>).
- The top pointing Female athlete is the AGF T&T Female Athlete of the Year.
- The top pointing Male athlete is the AGF T&T Male Athlete of the Year.
- See Appendix 5 for chart with full explanation on how points are allocated
  - Ranking in synchronized trampoline does not qualify for points
  - Ranking in team final or all-around final does not count for points
- In exceptional circumstances or in situations of ties, the committee may look at other parameters.

## 7.6 ATHLETE, COACH, AND JUDGE ACHIEVEMENT AWARDS

---

These awards are based on the timing of the Olympics and Canadians: September 1<sup>st</sup> to August 31<sup>st</sup>

The annual AGF Awards Banquet is under the direction of the AGF Board of Directors.

### Coach of the Year

The Coach of the Year award is awarded to one coach from any discipline within the AGF. Nomination forms are circulated in the summer and the AGF selects the award recipient. One coach from each discipline will be invited to the banquet and the award recipient will be announced at the banquet.

### Official of the Year

The Official of the Year award is awarded to one official from any discipline within the AGF. Nomination forms are circulated in the summer and then AGF selects the award recipient.

### Judges Recognition

The top three National and the top three Provincial T&T judges will be recognized by the T&T Judging Coordinator. They will not be recognized at the banquet.

### AGF Service Recognition

AGF recognizes years of service in 5 year increments. Years of service are counted for: committee members, active judges, active LEAP evaluators, coach developers, team managers, team coaches, and LOCs for major events.

### Athlete of the Year

The Men's T&T athlete and Women's T&T athlete with the most points, based on the "Provincial Ranking List" (Appendix 5), will be declared "Athlete of the Year" upon ratification of the TTTC and the AGF Board of Directors.

### Athlete Achievement Awards



- Member of the Canadian Age Group, Junior or Senior National Team (must have competed in a sanctioned GYM CAN event in the current AGF calendar year).
- Placed top 3 in any event at Canadians
- Gold as a team at Western Canada Cup
- Gold in any event or top 3 individual AA at Western Canada Cup
- Medaling at an approved international event that Team Canada has sent athletes (Senior and/or Junior).
- Other events may be submitted to the committee for review using the AGF TG International Results form. See appendix #10.

---

# APPENDICES

## APPENDIX #1

### ALBERTA TRAMPOLINE & TUMBLING EQUIPMENT REQUIREMENTS FOR PROVINCIAL CHAMPIONSHIPS AND ALBERTA CUPS

Video Equipment:	All routines must be taped with the capability to replay them in slow motion. If three events are competing at the same time you would need three video cameras or iPads and three operators.
Sound System:	There must be a sound system with a microphone to give announcements and for awards.
Score Flashing:	Have the ability to show individual execution scores, CJP penalties and difficulty score, and red/green lights or flashcards.
Seating:	Spectator seating must be far enough away that it does not interfere with the competition. There must be adequate supervision to ensure that spectators stay off of the equipment area. An area must be available for non-competing athletes to rest in. There must be seating for at least 150 spectators at Provincials (ideally 300) and 50 spectators at Alberta Cups (ideally 200).
Hospitality:	Refreshments must be available for the coaches and judges. There must be at least water available for the athletes.
Safety:	A Paramedic, Certified Emergency Medical Technician must be present at all times when athletes are on equipment. Ice must also be available for the athletes.
Stretch Time:	The gym must be open at least 30 minutes before the equipment warm-up time to allow the athletes the opportunity to run around and stretch. The competition equipment does not have to be open at this time.
Certified coaches:	For provincial levels, coaches must be fully certified Level 2. For National Level, coaches must have completed their technical certification in Level 3.
Other Extras:	Pens and pencils must be available for the judges and scorekeepers. Judging chits and a stop watch are also required for the judges.
Results:	The Integrated Sports System (ISS) computer program is to be used. Please ensure that a copy of the results is given to each club in attendance, one to the Provincial T&T Representative, one to the Head Judge, one to the AGF office, and one to the High-performance director at GYM CAN. Adequate time must be taken prior to the meet to thoroughly train all scoring personal. At provincials there may be a lot of scores to calculate. These scores include event ranking, list of athletes in finals, all around scores, team scores, final event scores, and placing. Trials to Nationals and Trials to Westerns scores and placing.

## Tumbling and Trampoline Equipment Requirements Provincials and Alberta Cups

Please review the equipment requirements for Trampoline and Tumbling. If the equipment in your club meets the minimum or ideal requirements, tick the box to the right.

Tumbling Floor			
	Minimum Requirement	Ideal	✓
Length of sprung floor	Required Length must be 26 m (-1.0m)	26 m (-1.0m)	
Type of Sprung surface	Sprung surface that must be padded. If constructed of several units these must be firmly fixed together so as not to separate in use and showing no space between them.	Same Floor as will be used at Nationals that year.	
Approach run up	There must be a run up area the same level as the tumbling track. 11m (+ 1.0m)	Same	
Sprung width of tumbling strip	1.7m (+0.3m)	1.7m(+0.3m)	
Location of tumbling strip and landing	At least 3' (91cm) from walls or side and end of landing area should have a safety mat up against the wall	Same but 10' (3m) from walls or obstructions	
Lines on Tumbling Strip	Two outer edge lines 50mm wide in contrasting colour. Outer edges width 1.5m +/-0.01 m. A center line 50mm wide	Same	
Landing Area	Same height as the tumbling strip, must be held together so there are no cracks. Width- 3m Length – 6m Thickness – 8 inches (20.32cm) must be sufficient enough to absorb shock.	Same	
Landing Zones	Lines 50 mm wide in contrasting colour. Outer edges of landing zone mark the boundary. Outer edges: Length – 4 m +/- 5 mm Width – 2 m +/- 5 mm	Same	
Ceiling Height	5 m above entire tumbling track and approach run.	7 m above the entire tumbling track and approach run.	
Spring board	Must have a valid FIG certificate.	Same	
Camera Location	Clear view of tumbling strip, at least 10' (3m) from side in middle.	Same	
Judges Table	Seating for 8 people, at least 5m from the tumbling strip and elevated 50 cm. Judges table positioned starting from meter 16 of the tumbling track.	Seating for 10 people, at least 5 m from the tumbling strip. Judges table positioned starting from meter 16 of the tumbling track.	

## Trampoline

	Minimum Requirement	Ideal	✓
Number of Trampolines	One for Cups, two identical trampolines & beds for provincials	Two identical trampolines & beds for cups and provincials.	
Interior frame size	Length – 5050 mm +/- 60mm Width – 2910 mm +/- 50 mm	Same	
Height of bed from floor	1155 mm +/- 5 mm	Same	
Trampoline bed	Length – 4280 mm +/- 60 mm Width – 2140 mm +/- 50 mm	Same	
Type of trampoline bed	Web – 5.5 mm wide and not more than 16 mm apart String – 3 mm wide and not more than 10 mm apart	Same	
Jumping zone in red in the middle	Length – 2150 mm +/- 40 mm Width – 2140 mm +/- 50 mm	Same	
Centre red cross	700 mm +/- 30 mm	Same	
Safety padding	At both ends of the trampoline and firmly attached to the trampoline to ensure that on landing it supports the weight of the competitor without collapsing.	Same	
Mats on safety platform	The platform must be covered with a shock absorbing mat, firmly fixed to the platform. Length – 3025 mm +/- 25 mm Width – 2025 mm +/- 25 mm Thickness at the bedside – 75 mm +/- 5 mm Thickness at the end – 210 mm +/- 10 mm	Same	
Spotter mats	Not required	Must have 2 handles on one side Length – 1700 mm +/- 300 mm Width – 1000 mm +/- 100 mm Thickness – 100 mm +/- 30 mm	
Matting on floor around trampoline & end decks	There must be mats at least 4' (1.2m) wide and 1" (2.54cm) thick surrounding the trampoline & end deck.	Same mats but 2" (5.08cm) thick plus also an 8" (20.32cm) mat on the floor at both ends of the end deck	
Ceiling height	8 metres high	10 metres high	
Camera location	Clear view of the trampoline bed. At least 10' from the side of the trampoline.	Clear view of the trampoline bed. At least 10' from the side of the trampoline.	
Judges table	Seating for 9 people, at least 5 – 7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	Seating for 11 people, at least 5 - 7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	
Walls & protruding equipment	No protruding equipment within 6' of the sides of the trampoline & the end decks.	No protruding equipment within 10' (3m) of the sides of the trampoline & the end decks.	
Spotting	4 experienced spotters must be positioned around the trampoline while it is in use. At least one must be a certified coach.	4 experienced spotters must be positioned around the trampoline while it is in use. At least 2 must be a certified coach	
Time of Flight/ Horizontal Displacement	An air time machine must be set up and in working order at the commencement of the competition.	A horizontal displacement (HD) machine. A backup air time machine should be available in case of a machine malfunction.	

	Minimum Requirement	Ideal	✓
Frame	No metal bars or other firm fixings are allowed across the ends of the DMT other than at floor level. Frame must have rounded edges.	Same	
Bed	Light coloured webs, or strings, held together so they are not displaced during use. Length – 2850 mm +/- 50 mm Width – 920 mm +/- 10 mm	Same	
Height of the bed from the ground	Mounting end – 450 mm +/- 100 mm Dismount end – 700 mm +/- 100 mm	Same	
Webs under tension	Width of webs – 4 mm – 13 mm (max) Width of strings – 3 mm +/- 1 mm Distance between any two strands: Web – 16 mm String – 10 mm		
Penalty zones in red	End markers – 130 mm +/- 20 mm Centre zone – 390 mm +/- 10 mm Distance of the centre zone from the mounting zone – 900 mm +/- 1 mm		
Safety padding	The frame and springs must be entirely covered by a shock absorbing padding. The maximum thickness must not be greater than 55 mm. They must not protrude onto the bed. The padding should be firmly fixed to the frame.	Same	
Landing area	A shock absorbent mat. Same height and density if two or more are joined and they must be held together so there are no cracks. The whole landing area must be covered with a single covering mat. Length – 6 m Width – 3 m Thickness – 300 mm +/- 20 mm	Same	
Landing zone	Two landing zones must be marked out in the landing area, with either the whole zone in a contrasting colour or with lines 50 mm wide in a contrasting colour. Lines must belong to their zones, so measurement is from the outer edges of the lines. Landing Zone C: Identical to landing area Landing Zone B: Length of 400 cm +/- 1 cm Width of 200 cm +/- 1 cm Landing Zone A: Length of 250 cm +/- 1 cm beginning 70 cm from the front of landing area Width of 100 cm +/- 1 cm	Same	
Run-up	Floor mats must be used. Thickness 2.5 cm +/- 0.5 cm +/- 0.5 cm Length 2000 cm + 250 cm Minimum width 100 cm	Same	
Ceiling height	6 metres	8 metres	
Camera location	10' (3m) away perpendicular to the DMT	Same	
Judges table	Seating for 8 people, elevated 50 cm and at least 5 m from the DMT.	Seating for 10 people	
Spotting	At least one certified coach at the end of the DMT at all times.	Same	
Extra mats	2" (5.08cm) thick mats 4" (10.16 cm) wide around DMT & landing area	Same	
Walls	There must be no protruding equipment within 6' (1.84m) of the sides of the mini-tramp and landing mat.	Same	

NAME OF CLAIMANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOLD CHEQUE FOR PICK-UP: ☐

PLEASE MAIL CHEQUE: ☐

RETURN CHEQUE TO ME: ☐

**PLEASE REFER TO NEXT TWO PAGES FOR THE AGF EXPENSE POLICY AND ALLOWABLE MILEAGE**

NAME/TYPE OF EVENT/ACTIVITY: \_\_\_\_\_

DATE(s): \_\_\_\_\_ LOCATION: \_\_\_\_\_

EXPENSES INCURRED: TRAVEL: AIR/BUS/ (attach receipts) \$ \_\_\_\_\_

PERSONAL VEHICLE  
# of kms \_\_\_\_\_ @ \$ 0.55/km \$ \_\_\_\_\_  
*\*To be claimed by the driver only; (see AGF Mileage Chart)*

CAR RENTAL/TAXI: (attach receipts) \$ \_\_\_\_\_

ACCOMMODATION: (attach receipts) \$ \_\_\_\_\_

MEALS: (Maximum of \$75.00 / day)  
BREAKFAST (s) \_\_\_\_\_ @ \$ 17.00 \$ \_\_\_\_\_  
LUNCH (es) \_\_\_\_\_ @ \$ 18.00 \$ \_\_\_\_\_  
DINNER (s) \_\_\_\_\_ @ \$ 40.00 \$ \_\_\_\_\_

**NOTE: A meal cannot be claimed if the organizer or host provides a meal.**

HONORARIUM:  
# of sessions/hours/days \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

ADMINISTRATION: TELEPHONE/MAILING/OTHER \$ \_\_\_\_\_  
*\*Receipts must be attached*

SUB TOTAL: \$ \_\_\_\_\_

Less Donation: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

**Total Payable to Claimant:** \$ \_\_\_\_\_

**IF YOU WOULD LIKE TO MAKE A DONATION TO AN AGF PROGRAM PLEASE INDICATE YOUR CHOICE AND AMOUNT:**

Men: \_\_\_\_\_ Women: \_\_\_\_\_ T&T: \_\_\_\_\_ Rec: \_\_\_\_\_ Athlete: \_\_\_\_\_ Coach: \_\_\_\_\_ Judge: \_\_\_\_\_ Amount: \_\_\_\_\_

OFFICE USE ONLY

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

Chart # \_\_\_\_\_ Class \_\_\_\_\_ \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

\_\_\_\_\_  
AGF Authorization



## EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of AGF: including meetings, clinics, workshops, judging assignments and other similar events. Allowable expenses for major events are considered case-by-case in relation to AGF's annual budget and approved by Program Managers.

### GENERAL

1. Expense claims must be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
2. Expense claims that are not substantiated by receipts will not be reimbursed (with the exception of meal and personal vehicle mileage allowances).
3. Expense claims that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.
4. Expense claims for judging must be authorized by the Head Judge who will then submit them to the AGF Program Manager for processing.

### ALLOWABLE EXPENSES

#### 1. Air Travel

- Air Travel may be pre-paid by the Federation. Personal payments must include the confirmation and/or ticket.
- Seat and meal upgrades will NOT be reimbursed.

#### 2. Ground Transportation

- If you live further than 50 km from the location of the activity you may claim mileage using the rate found on the accompanying chart. This mileage may also be claimed if you reside further than 50 km from the airport from which you are departing.
- Mileage for travel within a city will NOT be reimbursed.
- Fares for airport shuttle or the equivalent (if you choose to take a taxi or ride-share) will be paid when this is available. Taxi fares, which exceed the airport shuttle, will only be reimbursed to the value of the equivalent shuttle.
- Parking will be reimbursed for members, including residents of the city in which the event is occurring. However, you are encouraged to seek free parking whenever possible.
- Receipts for all ground transportation (except mileage) **MUST** be attached.

***Note: Car pooling is expected. AGF reserves the right to decline any mileage claims if reasonable efforts are not made to share transportation.***

#### 3. Meals

- Out-of-town participants are allowed \$75.00 per day. Partial days are broken down as follows:  
Breakfast - \$17.00      Lunch - \$18.00      Dinner - \$40.00
- In-town residents may only claim lunch and/or dinner if the activity is in-progress before and after the mealtime. Otherwise, meals claims are disallowed.
- Breakfast claims from local residents are not allowed.

#### 4. Accommodation

- In most instances, arrangements will be made with hotels to bill AGF for room fees & taxes. You may be required to pay any restaurant, telephone or miscellaneous fees on your own.
- If you must pay for your hotel room, folios must be attached to your claim to be reimbursed.
- AGF's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs.
- This may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation, AGF will pay for five double rooms. If an individual demands a single room, they will have to pay for it themselves.

#### 5. Honorarium

- Honorariums for judges may only be claimed according to the rates listed in their respective Technical Handbooks.
- Honorariums for course facilitators may only be claimed according to the rates in your NCCP contracts and the Guidelines for Coaching and Judging Courses.

#### 6. Administration

- Telephone, postage, supplies and shipping expenses may only be claimed for approved activities. Letters and parcels should be shipped by the most economical means. Receipts or copies of all bills must be submitted with such claims.

#### 7. Extraordinary Expenses

- Occasionally AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director shall have discretionary authority over those claims. Normally, approval for such claims must be requested in advance.

Alberta Distance Chart	Airdrie	Athabasca	Banff	Brooks	Calgary	Camrose	Canmore	Cardston	Claresholm	Cold Lake	Coutts	Drumheller	Edmonton	Edson	Fort Macleod	Fort McMurray	Grand Prairie	High Level	Hinton	Jasper	Lac La Biche	Lake Louise	Leduc	Lethbridge	Lloydminster	Medicine Hat	Okotoks	Oyen	Peace River	Pincher Creek	Tawatinaw	Red Deer	Rocky Mtn. Hse	Sherwood	Slave Lake	Spruce Grove	Stettler	St. Albert	Strathmore	Vegreville	Vermilion	Wainwright	Waterton Park	Wetaskiwin	Whitecourt
Airdrie		418	154	210	36	258	131	263	160	626	345	106	267	464	201	838	721	1046	549	440	508	208	234	240	514	315	74	293	751	246	369	115	182	276	523	291	198	287	73	368	456	397	292	218	443
Athabasca	418		548	565	441	244	546	668	566	244	754	426	147	324	606	305	447	615	411	491	95	599	186	656	391	673	489	544	373	652	56	295	366	165	131	159	328	132	489	246	330	353	706	215	228
Banff	154	548		312	128	381	27	354	252	695	447	263	401	452	292	840	682	1104	364	287	621	55	382	342	626	419	169	452	809	323	517	253	259	424	652	439	338	435	176	504	568	532	378	340	502
Brooks	210	565	312		185	321	291	239	253	543	208	139	418	612	213	623	874	1153	673	596	532	363	444	162	463	110	187	225	903	264	578	302	381	485	669	500	237	496	141	353	405	368	292	363	595
Calgary	36	441	128	185		274	105	227	125	588	320	138	294	447	165	733	720	1029	489	412	514	180	266	216	519	293	46	327	749	211	401	145	198	308	545	323	230	319	53	397	461	425	266	233	441
Camrose	258	244	381	321	274		381	501	399	326	510	182	97	296	439	521	553	832	384	463	302	433	71	453	245	429	325	302	582	485	194	129	202	80	348	122	85	118	258	136	187	151	540	41	274
Canmore	131	546	27	291	105	381		335	232	748	417	230	394	476	273	966	709	1174	392	313	614	82	361	312	640	394	145	417	879	317	494	242	237	402	650	418	325	414	152	491	583	624	363	344	571
Cardston	263	668	354	239	227	501	335		102	763	141	351	521	674	60	960	946	1256	716	638	741	407	494	77	682	245	194	432	975	92	628	373	425	535	772	550	474	546	243	573	714	588	56	460	668
Claresholm	160	566	252	253	125	399	232	102		713	196	262	419	572	40	858	844	1154	613	536	639	303	391	91	645	259	91	446	873	86	525	271	323	432	670	447	356	443	164	523	587	550	140	358	566
Cold Lake	626	244	695	543	588	326	748	763	713		732	496	294	488	737	440	690	859	576	656	148	746	353	686	225	598	695	411	617	788	286	442	513	297	374	324	399	302	695	229	164	225	816	362	428
Coutts	345	754	447	208	320	510	417	141	196	732		328	607	767	156	1012	1039	1342	808	731	720	498	576	105	651	214	276	401	1068	207	710	465	518	617	858	632	425	628	283	542	593	557	194	551	760
Drumheller	106	426	263	139	138	182	230	351	262	496	328		279	472	292	703	735	1014	560	547	484	315	259	282	416	247	166	189	764	343	376	165	244	268	530	316	97	312	93	307	358	321	398	223	456
Edmonton	267	147	401	418	294	97	394	521	419	294	607	279		199	459	439	456	735	287	366	220	452	35	509	251	526	337	397	484	505	97	148	220	17	251	32	182	15	337	105	193	207	560	68	177
Edson	464	324	452	612	447	296	476	674	572	488	767	472	199		612	629	382	705	88	167	414	398	233	662	446	719	536	596	411	648	279	313	249	220	296	174	375	196	535	300	388	406	703	261	103
Fort Macleod	201	606	292	213	165	439	273	60	40	737	156	292	459	612		898	884	1194	656	576	679	347	432	51	656	219	133	406	913	51	567	311	363	473	710	488	414	485	184	547	654	862	406	398	603
Fort McMurray	838	305	840	823	733	521	966	960	856	440	1012	703	439	629	898		752	920	716	796	291	891	478	948	587	931	910	773	678	944	361	587	658	435	436	464	605	437	909	492	526	587	999	507	533
Grand Prairie	721	447	682	874	720	553	709	946	844	690	1039	735	456	382	884	752		453	332	398	542	628	491	935	701	982	794	853	197	920	456	586	522	478	318	432	637	442	793	556	643	663	975	519	279
High Level	1046	615	1104	1153	1029	832	1174	1256	1154	859	1342	1014	735	705	1194	920	453		785	850	710	1080	814	1244	980	1261	1117	1132	294	1240	662	883	845	801	489	755	917	765	1116	835	922	942	1295	803	602
Hinton	549	411	364	673	489	384	392	716	613	576	808	560	287	88	656	716	332	785		80	502	313	318	703	533	780	534	684	498	684	363	401	337	304	384	258	587	281	620	388	480	493	739	349	191
Jasper	440	491	287	596	412	463	313	638	536	656	731	547	366	167	576	796	397	850	80		582	233	396	626	613	703	455	720	578	607	442	413	332	383	464	337	507	359	461	468	555	573	662	429	271
Lac La Biche	508	95	621	532	514	302	614	741	639	148	720	484	220	414	679	291	542	710	502	582		672	255	674	295	639	557	481	468	725	145	368	439	212	226	238	386	212	557	218	235	295	780	288	324
Lake Louise	208	599	55	363	180	433	82	407	303	746	498	315	452	398	347	891	628	1080	313	233	672		437	394	678	471	224	504	799	374	571	304	256	478	685	493	410	489	230	556	641	583	429	391	492
Leduc	234	186	382	444	266	71	361	494	391	553	576	259	35	233	432	478	491	814	318	396	255	437		471	281	547	304	376	520	476	137	122	186	42	288	59	165	55	305	132	224	219	522	36	211
Lethbridge	240	656	342	162	216	453	312	77	91	686	105	282	509	662	51	948	935	1244	703	626	674	394	471		605	168	171	355	963	103	605	360	413	512	760	527	379	523	178	496	547	511	130	448	656
Lloydminster	514	391	626	463	519	245	640	682	645	225	651	416	251	446	656	587	701	980	533	613	295	678	281	605		480	583	292	729	707	344	374	447	239	496	276	318	260	583	148	61	106	735	288	422
Medicine Hat	315	673	419	110	293	429	394	245	259	598	214	247	526	719	219	931	982	1261	780	703	639	471	547	168	480		291	187	1010	270	681	409	488	588	777	603	344	599	244	461	434	377	298	470	703
Okotoks Oyen	74	489	169	187	46	325	145	194	91	695	276	166	337	536	133	910	794	1117	534	455	557	224	304	171	583	291		353	822	177	439	185	252	345	594	360	268	357	77	434	526	567	223	288	514
	293	544	452	225	327	302	417	432	446	411	401	189	397	596	406	773	853	1132	684	720	481	504	376	355	292	187	353		881	457	715	310	389	396	648	637	234	633	280	320	247	190	485	344	574
Peace River	751	373	809	903	749	582	879	975	873	617	1067	764	484	411	913	678	197	294	498	578	468	799	520	963	729	1010	822	881		949	428	615	550	506	244	460	666	470	822	584	672	691	1004	548	307
Pincher Creek	246	652	323	264	211	485	317	92	86	788	207	343	505	648	51	944	920	1240	684	607	725	347	476	103	707	270	177	457	949		611	357	399	518	756	533	440	529	241	598	650	613	55	444	642
Tawatinaw	369	56	517	578	401	194	494	628	525	286	710	376	97	279	567	361	456	662	363	442	145	571	137	605	344	681	439	715	428	611		257	307	115	179	109	278	83	439	194	286	308	655	173	176
Red Deer	115	295	253	302	145	129	242	373	271	442	465	165	148	313	311	587	586	883	401	413	368	304	122	360	374	409	185	310	615	357	257		81	163	399	178	101	175	185	252	316	279	411	87	307
Rocky Mtn. Hse	182	366	259	381	198	202	237	425	323	513	518	244	220	249	363	658	522	845	337	332	439	256	186	413	447	488	252	389	550	399	307	81		2											

## APPENDIX # 3

### Protocol For Hosting Alberta T & T Cups

#### Introduction

Host Clubs for any and all Alberta Cups are determined annually at the Alberta Trampoline and Tumbling Technical Assembly.

This protocol document has been developed to provide direction to Alberta Clubs for the hosting of Alberta Cups. There are set parameters that a hosting organization must follow along with guidelines for best practices. All deviations from the stated protocols must be approved by the TTTC/AGF T&T Program Manager. The T&T Program Manager is a designated member of all organizing committees and is responsible to oversee the adherence to all hosting requirements.

#### 1. Equipment Requirements:

- i. All equipment must meet the Alberta Trampoline and Tumbling Equipment requirements for Provincial Championships and Alberta Cups listed in the T&T Technical Handbook (Appendix 1)

#### 2. General Competition Procedure:

- i. Alberta Cups will provide the opportunity for Qualifying Rounds of competitions for Level 1 through Senior in all four events (Trampoline – Individual and Synchro, Tumbling and DMT)
- ii. Finals are required at Alberta Cups on Tumbling and DMT for Levels 4 through Senior and on Trampoline Levels 5 and through Senior.
- iii. Categories will be split by the recommended age decided upon by the Committee each year. Categories will be split when there are more than 36 athletes, and the split will happen only once.

#### 3. Safety/Medical:

- i. Medical personnel is to be present at all training and competitive times during the Alberta Cups as per the T&T Technical Handbook and AGF Hosting Manual.

#### 4. Judges:

- i. All judges at Alberta Cups must be registered with the Alberta Gymnastics Federation and have completed all required certification as established by the Judging Chair of Alberta
- ii. All Provincial and National judging panels will be organized by the Judging Chair of Alberta
- iii. Provincial and National Judges will be reimbursed for travel expenses and remunerated by the hosting club as per the AGF honorarium rates upon approval by the Judging Chair of Alberta
- iv. Upon the completion of the event, DD sheets, judge's chits and final signed off score sheets must be supplied to the Judging Chair of Alberta

**5. Timelines – communication and bulletins, etc., are the responsibility of the T&T Program Manager:**

- i. Notice or bulletin of the event will be sent out six weeks prior to the event
- ii. Registration deadline to be set at two weeks before the event
- iii. Late fee to be charged for any registrations after the deadline
- iv. Medical petition for refund may be submitted up to a week after the event for an athlete who has a health or injury-related condition and is under the care of a certified medical practitioner (i.e., M.D.). The medical petition for refund must be completed on the proper AGF form (Appendix 6)
- v. Failure to submit the registration by the stated deadline will result in the following fees being imposed.

REGISTRATION	DUE DATE	FEES
On or Before the stated due date (complete without errors or omissions)	Min. 4 weeks prior to the start of the event	No fee
Late Registration 1 -7 days after the stated deadline	Accepted with penalty	\$20 per person
8 days after the stated deadline	No entries will be accepted	

- vi. Failure to report any errors or omissions by the stated deadline will result in the following fines being imposed. All fines MUST be paid prior the athletes being permitted on the competition floor.

CHANGES and/or CORRECTIONS	DUE DATE	FINES
1-4 days following the receipt of the Entry Verification		No fine
5+ days following the receipt of the Entry Verification	Accepted with penalty	\$10 per change (ie; 1 athlete changed in 3 disciplines = \$30)

**6. Video:**

- i. All levels of competition of an Alberta Cup (Level 1 through Senior) will be videotaped as per Appendix 1 of the T&T Technical Handbook
- ii. All video to be provided to the Judging Chair of Alberta at the end of the event

**7. DD sheets:**

- i. Use the AGF approved DD sheets posted on the AGF website
- ii. Hand in electronically to the host club by the date specified in the registration package

**8. Registration fees:**

- i. Registration fee for Alberta Cups is set for both Pre-National & National athletes at \$90.00

- ii. Late registration fee of an additional \$20.00

**9. Awards – Ribbons to be provided at the Alberta Cups:**

- i. Minimum of 1 through 8 place finish in for National athletes
- ii. Minimum of 1 through 8 place finish for Pre-National athletes

**10. Scheduling:**

- i. There will be a template schedule for Alberta Cups as a guideline. Any major deviations from this template must be discussed with and approved by the TTTC/T&T Program Manager

**11. Scoring:**

- i. Integrated Sports System (ISS) to be used at all Alberta Cups
- ii. It is the responsibility of the event host to send a copy of the event results to AGF, Judging Chair, and all competing clubs following the event
- iii. T.O.F. Machine and scoring system to be delivered to host club by the registration deadline

**12. Budget:**

- i. There will be a template budget for Alberta Cups as a guideline. Any deviation must be discussed with and approved by the T&T Program Manager.

Assuming that all above requirements can be met by a hosting club, it is the desire that the Alberta Cups are hosted throughout the province.

## APPENDIX # 4

### **ALBERTA GYMNASTICS FEDERATION ELECTIONS**

#### T & T PROGRAM MANAGER SHALL BE RESPONSIBLE:

- To advertise vacant and /or positions on the committees that are up for election at the next T&T Program Assembly meeting;
- To ensure as full a slate as possible is presented to the membership for election at the Program Technical Committee Assembly;
- To ensure each candidate running for a position has prepared a statement of relative experience and interest in the position. That these statements are available to the membership at the Assembly and that each candidate has the opportunity to speak to the membership prior to the votes being cast;
- That the voting procedure is adhered to and two (2) scrutineers approved by the membership determine the results.

#### NOTIFICATION TO T & T ASSEMBLY:

- At least thirty (30) days in advance of the Technical Program Assembly, the Program Manager shall forward a request for nominations to the members.
- Members shall forward their nominations to the Nominating Committee fifteen (15) days in advance of the Assembly.
- The list of nominees is to be circulated to the members of the Federation a minimum of seven (7) days in advance of the Technical Program Assembly. This will include the nominee's resume if applicable.
- If sufficient nominations have been received to fill the vacant positions by the deadline, no nominations from the floor will be accepted.

#### . ELECTION PROCEDURES

##### Nominations

Nominations will NOT be accepted from the floor at the time of the Assembly meeting. However, if there are sufficient nominees received prior to the deadline and an election is not required, the nominees will be acclaimed. If there are more nominees than positions, an election will occur. If sufficient nominees are not received prior to the deadline, a vote will be held for the vacant positions remaining, provided that two-thirds (2/3) of the eligible votes cast at the AGM agree."\* E.g. 4 positions are available, 3 nominations received by stated deadline (acclaimed), leaves one position open for election.

The nominee will be given the opportunity to speak for up to three (3) minutes. No more than one other individual may speak for the nominee up to maximum of two (2) minutes.

##### Voting:

- Voting will be by closed ballot.
- Shall be conducted in accordance with Bylaw 6 Meetings of Members, section 9 Votes and/or as stated in the applicable program technical handbook.
- At the beginning of the AGM/Assembly meeting each club will be allotted ballot(s) in accordance with the number of votes they possess (Bylaw 6 Meetings of Members, section 6.10 Right to Vote) and/or as stated in the applicable program technical handbook.
- For all Board/Program Technical Committee positions and/or vacancies, the candidates receiving the highest number of votes shall be elected. If a tie occurs additional ballots shall be cast until one candidate receives a majority.

- All ballots will be destroyed following the completion of the elections.

If there are an insufficient number of nominees to fill the required position(s) up for election prior to the deadline for nominations, and provided that 2/3's of the eligible voters agreed to accept nominations from the floor, then the motion will be worded as follows:

**MOTION: "To open nominations for the position of \_\_\_\_\_ Representative, on the T & T Program Committee from the floor of the Assembly meeting."**

The Men's Program Manager will read the list of nominees.

Each nominee will be given the opportunity to speak for up to three (3) minutes. No more than one other individual may speak for the nominee up to maximum of two (2) minutes.

Once the nominees have had the opportunity to speak, the election will begin. All candidates running for the same position will be voted on during the same election segment.

The T & T Coordinator will read the results.

"The following individuals were elected by secret ballot (listed in random order):"

**MOTION: "To destroy all ballots."**

**ALBERTA GYMNASTICS FEDERATION**  
***T & T Program Assembly Nomination Form***

**POSITION** – *Coaching Representative*

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

Statement of Agreement

I hereby agree to allow my name to stand for the position of COACHING REPRESENTATIVE.

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_



**ALBERTA GYMNASTICS FEDERATION**  
***T & T Program Assembly Nomination Form***

**POSITION** – *Judging Coordinator*

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

Statement of Agreement

I hereby agree to allow my name to stand for the position of JUDGING COORDINATOR.

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALBERTA GYMNASTICS FEDERATION**  
***T & T Program Assembly Nomination Form***

**POSITION – *Chairperson***

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

Statement of Agreement

I hereby agree to allow my name to stand for the position of T & T PROGRAM COMMITTEE  
CHAIRPERSON.

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOMINEES FOR CHAIRPERSON**

(Mark an X beside  
the name of choice)

NOMINEE: \_\_\_\_\_

☐

NOMINEE: \_\_\_\_\_

☐

NOMINEE: \_\_\_\_\_

☐

NOMINEE: \_\_\_\_\_

☐

NOMINEE: \_\_\_\_\_

☐

## APPENDIX # 5

### ATHLETE OF THE YEAR CHART

	July 1st 2022	to	June 30th 2023
<b>Events</b>	<b>Attendance</b>	<b>Performance</b>	<b>Points</b>
<u>Olympics</u>	800	1st	10000
		2nd	9000
		3rd	8000
		4-8th	5000
		9-12th	2000
		13-24th	1000
<u>World Games</u>	500	1st	8000
		2nd	7000
		3rd	6000
		4-8th	3500
		9-12th	1500
		13-24th	750
<u>World Championships</u>	200	1st	6000
		2nd	5000
		3rd	4000
		4-8th	2000
		9-12th	1000
		13-24th	500
<u>Major Events</u>	100	1st	1000
Pan Am Games/Championships		2nd	900
World Cup		3rd	800
Pacific Rim		4-8th	500
		<8th	
<u>World Age Group Champs</u>	60	1st	500
Indo Pacific Champs		2nd	450
		3rd	400
		4-8th	250
<u>Senior Internationals</u>	20	1-8th	50
<u>Junior Internationals</u>	10	Top 3	50
		4th - 8th	25
* Attendance includes an athlete who travelled as the alternate.			
** If an athlete competed on more than one discipline, they would get the points for each.			

APPENDIX # 6

Ken Chatel Aggregate  
All-Around Award

	All- Round Rank	All- Round Points	TUM 1	TUM 2	TUM 3	TUM 4	TUM Score	TUM Rank	TUM Pts	TRI 1	TRI 2	TRI 3	TRI 4	TRI Score	TRI Rank	TRI Points	DMT 1	DMT 2	DMT 3	DMT 4	DMT Score	DMT Rank	DMT Points
Club 1	1	20						1	8						2	7						4	5
Club 2	2	19						3	6						3	6						2	7
Club 3	3	16						9	0						1	8						1	8
Club 4	3	16						4	5						4	5						3	6
Club 5	4	15						2	7						5	4						5	4
Club 6	5	7						5	4						6	3						9	0
Club 7	5	7						6	3						8	1						6	3
Club 8	8	5						7	2						7	2						8	1
Club 9	9	2	No tumblers						0						10	0						7	2
Club 10	10	1						8	1						9	0						10	0

\* Top 8 receive points

\*\* Above is a sample

## APPENDIX # 7

### ALBERTA GYMNASTICS FEDERATION (AGF) – TEAM UNIFORM POLICY

#### **COMPETITIONS – TEAM ALBERTA**

While representing Team Alberta at; Western Canadian Championships, Western Canada Cup, Canadian Championships or any other officially sanctioned Team Alberta event, team members shall adhere to this dress code policy and other regulations as stated.

#### **UNIFORMS**

The official competition uniform for athletes, coaches, managers, and others representing Alberta, is a Provincial team (AGF) track suit (jacket and/or pant) and any other official AGF issued garment (older pieces acceptable).

#### **ATHLETES:**

For all athletes, also the Alberta team body suit/singlet is part of the official uniform and must be worn at training and competitions.

#### T&T Athletes:

As per the GYM CAN TG Competition Regulations

#### **6. Dress for Competitors and Spotters**

- 6.1 Length of shorts must not be longer than half thighs.
- 6.2 Long tights or full-length one-piece leotard will not be accepted.
- 6.3 No jewelry may be worn by competitors, spotters and coaches acting as spotters. Taping of jewelry is not adequate. Medic alert bracelets can be worn but must be taped. Support pieces can be white colour.
- 6.4 There is no corresponding requirement or deduction for athletes to wear a provincial or club emblem.
- 6.5 When warm up is conducted in the competition gym all competitors and coaches must dress in competition attire or equivalent. (ref. 12).
- 6.6 In Individual and Synchronized Trampoline: At club events (Canada Cup and Team Selection Training Camp), athletes must wear their club competition attire in Preliminaries. At Nationals, athletes must wear their province competition attire in Preliminaries. In Finals, athletes have the right to choose their competition attire, therefore it must not be a competition attire from another country.
- 6.7 The right to wear the current or any past National Team competition attire is reserved only to athletes that are currently or have been member of a Canadian Team (Worlds, WAGC, International competitions).
- 6.8 Each violation of 6.1, 6.2, 6.3, 6.8 and 6.9 will result in a penalty of 0.1 points which will be deducted from the total score of any of the routines where the violation occurs.

**NOTE: Silicone socks/shoes are NOT permitted.**

## **COACHES:**

The following Coaches attire is **required** during the competition, including any training sessions and warm-up period at any of the events listed above: appropriate training suit (long pants and AGF team jacket); top: appropriate T-shirt (AGF issued), polo shirt (AGF issued) and/or training jacket; appropriate indoor sport footwear. Coaches will also be permitted to wear tops in the following colors; white, navy blue or grey. They must be plain in design and free of any club identification (designs, logos or sayings). Excluded items include: hats, shorts, jeans, midriff tank tops, ripped or torn clothing.

## **OFF COMPETITION SITE:**

For safety and security reasons when using transportation to/from Western Canadian Championships, Western Canada Cup, Canadian Championships or any other officially sanctioned Team Alberta event (to be determined by AGF) athletes, coaches and managers are required to wear official Team Alberta team attire. Other meets that are sanctioned by Team Alberta, but participants are travelling as part of a club are encouraged but not obligated to wear official team attire.

When travelling to/from the venue to compete, athletes, coaches, managers will be **required** to wear their AGF track suit jacket and/or any other official Team garment, including GYM CAN National Team attire.

During 'downtime/personal time' occurring throughout the above-mentioned events athletes, coaches, managers are encouraged but not obligated to wear their official team attire.

For safety and security reasons during all official off-site Team functions (i.e. sightseeing/shopping, etc.) athletes, coaches, managers will be required to wear their AGF track suit jacket or any other official Team garment.

## **PENALTIES**

If the above policy is not adhered to, members of the AGF Mission staff will issue the following:

- Verbal warning to the offending individual requiring them to comply within 30 minutes.
- If the situation is not corrected in 30 minutes, the offending individual will be required to pay 50% of their applicable cost share or 50% of the actual cost share (ie. fully funded AGF coach).
- If the situation is not corrected following an additional 30 minutes, the offending individual will be required to pay 100% of their applicable cost share or 100% of the actual cost share (ie. fully funded AGF coach).
- All extenuating circumstances (i.e. socials/dances, etc.) will be reviewed by the Chef de Mission or other appointed Team Leader on a case by case occurrence.
- The Chef de Mission or other appointed Team Leader may at his/her discretion mandate when and where the official competition uniform for athletes, coaches, managers and others representing Alberta as a Provincial team (AGF) must be worn.

## APPENDIX # 8

### ENTRY FEE REFUND FORM

Requests for refunds not following this procedure and/or not completed in full, will not be granted.

- If the Entry Fee refund form is submitted 9 business days prior to the event, a full refund will be issued minus a \$25 administration fee
- If the Entry Fee refund form is submitted between 5 and 8 business days prior to the event, a full refund will be issued minus a \$35 late administration fee
- If the Entry Fee refund form is submitted less than 5 business days prior to the event, no refund will be issued
- **Exception: Full Entry Fee will be refunded for medical reasons at any time prior to the start of the event (Program Manager may request additional information up to and including a medical doctor's certificate)**

DATE SUBMITTED TO AGF: \_\_\_\_\_

NAME OF ATHLETE: \_\_\_\_\_

CLUB: \_\_\_\_\_

COACH: \_\_\_\_\_

NAME AND DATE OF THE EVENT IN QUESTION: \_\_\_\_\_

COMPETITIVE CATEGORY REGISTERED FOR: \_\_\_\_\_

REASON FOR REFUND REQUEST (✓):

MEDICAL ☐

OTHER ☐

IF OTHER, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF COACH: \_\_\_\_\_

Alberta Gymnastics Federation

#207, 5800 – 2<sup>nd</sup> Street S.W. Calgary, AB T2H 0H2

Phone: 403-259-5500

EMAIL: [trampoline@abgym.ab.ca](mailto:trampoline@abgym.ab.ca)

AGF Mileage Chart		# of people in vehicle including driver		
		1	2	3
# of people driving to the event along the same route	1	\$ .40km	N/A	N/A
	2	\$ .31 km	\$ .40 km	N/A
	3+	\$ 23km	\$ 31 km	\$ 40km



3. Event Information		
Event Name		
City	Country	Date
Host Federation:		Event Dates:
Intended date of Departure:	Intended date of Return:	

[illegible]

## APPENDIX #10

Minimum coaching requirements for **Trampoline/DMT/Tumbling** (applicable for all training and competitive environments)

Coaching status	Minimum Training requirements	Role and responsibilities	Athlete levels they can coach
Gymnastics Foundations TRAMPOLINE (TG) and/or Artistic Gymnastics (AG) TRAINED	<ul style="list-style-type: none"> <li>Refers to coaches who have completed: GF THEORY + GF INTRODUCTION + GF SPORT SPECIFIC (Artistic Gymnastics (AG) and Trampoline (TG))</li> </ul>	<ul style="list-style-type: none"> <li>Minimum NCCP Training: Gymnastics Foundations (GF) Trampoline for Trampoline (TRA) &amp; Double Mini Trampoline (DMT). When TRA and DMT are utilized at this level a GF Trampoline TRAINED coach <b>must</b> be supervised by GF Trampoline CERTIFIED coach that is 18+ years of age. Coaches <b>must</b> be Gymnastics Foundations Artistic Gymnastics TRAINED for Tumbling (TUM) and <b>must</b> be supervised by a certified GF Artistic CERTIFIED coach that is 18+ years of age.</li> <li>May NOT teach C1/Level 2 NCCP skills or inverted skills with flight.</li> <li>Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual.</li> </ul>	<p><i>Athletes 6+ years of age</i></p> <p><b><u>Learn to Train (Developmental):</u></b></p> <p><b>TG TRAINED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 1-4 TRA &amp; DMT &amp; TUM</li> <li>FAST TRA &amp; DMT &amp; TUM</li> </ul> <p><b>AG TRAINED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 1-4 TUM</li> <li>FAST TUM</li> </ul> <p><b>TG/AG TRAINED:</b></p> <ul style="list-style-type: none"> <li>Interclub &amp; Demo Groups</li> </ul> <p><b>Non-inversion elements only</b></p> <p><b>Must</b> be under indirect supervision GF TG CERTIFIED coach who is 18 years+ for TRA &amp; DMT. GF AG CERTIFIED supervisor for TUM.</p>
Gymnastics Foundations TRAMPOLINE (TG) and/or Artistic Gymnastics (AG) CERTIFIED	<ul style="list-style-type: none"> <li>16 years+ to certify</li> <li>Refers to coaches who have completed: GF THEORY + GF INTRODUCTION + GF SPORT SPECIFIC + EVALUATION = CERTIFIED</li> </ul>	<ul style="list-style-type: none"> <li>May NOT teach Level 2 NCCP skills or inverted skills with flight (flipping).</li> <li>Gymnastics Foundations coaches are required to follow the guidelines as per the relevant NCCP Gymnastics Foundations discipline manual.</li> </ul>	<p><i>Levels as listed above</i></p> <p><b><u>Learn to Train (Developmental):</u></b></p> <p><b>TG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 1-4 TRA &amp; DMT &amp; TUM</li> <li>FAST TRA &amp; DMT &amp; TUM</li> </ul> <p><b>AG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 1-4 TUM</li> <li>FAST TUM</li> </ul> <p><b>TG/AG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>Interclub &amp; Demo Groups</li> </ul> <p><b>Non-inversion elements only</b></p> <p><b>Must</b> be under indirect supervision GF TG CERTIFIED coach who is 18 years+ for TRA &amp; DMT. GF AG CERTIFIED supervisor for TUM.</p>
L2/C1 TG or L2/C1 AG TRAINED	<ul style="list-style-type: none"> <li>Competition Introduction THEORY + L2/C1 TECHNICAL</li> </ul>	<ul style="list-style-type: none"> <li>May spot athletes performing NCCP COMP 1/L2 skills.</li> <li>May NOT spot or teach Level 3 NCCP skills.</li> <li>May NOT coach beyond scope of training.</li> <li>May NOT supervise Gymnastics Foundations trained coaches.</li> <li>May coach under <b>indirect</b> supervision of a certified coach (minimum L2/C1 certified and 18 years+).</li> </ul>	<p><i>Levels as listed above</i></p> <p><b><u>Training to Train (Provincial Stream):</u></b></p> <p><b>L2 TG TRAINED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 5-12 TRA &amp; DMT &amp; TUM</li> <li>L1-L4 TRA &amp; DMT &amp; TUM</li> </ul> <p><b>C1/L2 AG TRAINED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 5-12 TUM</li> <li>L1-L4 TUM</li> </ul> <p><b>L2 TG/C1 AG TRAINED:</b></p> <ul style="list-style-type: none"> <li>Interclub &amp; Demo Groups</li> </ul> <p><b>Must</b> be under indirect supervision L2/C1 CERTIFIED coach in respective discipline.</p>

L2/C1 TG or L2/C1 AG CERTIFIED	<ul style="list-style-type: none"> <li>C1/L2 Theory + Technical + Evaluation=CERTIFIED</li> </ul>	<ul style="list-style-type: none"> <li>May act as a supervising coach to C1 coaches in training/trained.</li> <li>Required to access floor at Provincial &amp; Western Championships.</li> </ul>	<p><i>Levels as listed above</i></p> <p><b><u>Training to Train (Provincial Stream):</u></b></p> <p><b>L2 TG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 5-12 TRA &amp; DMT &amp; TUM</li> <li>L1-L4 TRA &amp; DMT &amp; TUM</li> </ul> <p><b>C1/L2 AG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>CANJUMP 5-12 TUM</li> <li>L1-L4 TUM</li> </ul> <p><b>L2TG/C1 AG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>Interclub &amp; Demo Groups</li> </ul>
L3 TG & L3/C3 AG TRAINED	<ul style="list-style-type: none"> <li>C3/L3 THEORY + TECHNICAL</li> </ul>	<ul style="list-style-type: none"> <li>May act as a coach or assistant coach under supervision (within reasonable proximity - within eye- sight) of a Level 3/Comp 3 certified coach.</li> <li>Required to coach MAG/WAG/TG National stream (and higher) athletes.</li> <li>May spot athletes performing NCCP L3/ COMP 3 skills.</li> </ul>	<p><i>Levels as listed above</i></p> <p><b><u>Train to Compete (National Stream):</u></b></p> <p><b>L3 TG TRAINED:</b></p> <ul style="list-style-type: none"> <li>Pre-Novice &amp; National Stream TRA &amp; DMT &amp; TUM</li> </ul> <p><b>L3 AG TRAINED:</b></p> <ul style="list-style-type: none"> <li>Pre-Novice &amp; National Stream</li> </ul> <p>TUM <b><u>Must</u></b> be under indirect supervision L3/C3 CERTIFIED coach in respective discipline.</p>
L3 TG & L3/C3 CERTIFIED	<ul style="list-style-type: none"> <li>C3/L3 THEORY + TECHNICAL + EVALUATION</li> </ul>	<ul style="list-style-type: none"> <li>May act as a supervising coach to C1 -C3/L1-L3 coaches in training/trained.</li> </ul>	<p><i>Levels as listed above</i></p> <p><b><u>Train to Win (National Stream):</u></b></p> <p><b>L3 TG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>High Performance TRA &amp; DMT &amp; TUM</li> </ul> <p><b>L3 AG CERTIFIED:</b></p> <ul style="list-style-type: none"> <li>High Performance TUM</li> </ul>
L4 TG & L4/C4 AG CERTIFIED	<ul style="list-style-type: none"> <li>C4/L4 THEORY + TECHNICAL + EVALUATION</li> </ul>	<ul style="list-style-type: none"> <li>May act as a supervising coach to C1 -C4/L1-L4 coaches in training/trained.</li> <li>Requirement for International Competitions</li> <li>May spot athletes performing NCCP L4/COMP 4 skills.</li> </ul>	<p>All levels</p> <p><b><u>Winning at all Levels/International Excellence (International Stream)</u></b></p>

- TG = Trampoline Gymnastics, AG= Artistic Gymnastics, TRA= Trampoline, DMT= Double Mini Trampoline, TUM= Tumbling, FAST= Foundational & Acrobatic Strength Testing.
- Trained = a coach who has completed the three GF training courses (intro, theory & discipline specific)
- Certified = a coach who has completed the three GF courses + GF evaluation, OR the technical, theory and practical components for Level 2 or 3
- If your club is offering a gymnastics sport, you need to have at least one CERTIFIED coach in that sport in the gym during the programming of that class
- Head Coaches of Competitive Clubs: **Must** be NCCP L2/C1 CERTIFIED
- Drop in's & Birthday Parties: Trampoline cannot be utilized during these times under any circumstances
- All coaches **must** be Respect in Sport Certified and are encouraged to obtain Police and Child Welfare Checks
- For information regarding the temporary amendment of NCCP requirements for coaching Level 3 trampoline skills, please see the memo at [abgym.ab.ca](http://abgym.ab.ca)

# Level Descriptions/Coaching Certification

## Recommendations for Trampoline

<b>Learn to Train</b> (Developmental)	<p><b>Minimum NCCP Training:</b> <i>Gymnastics Foundations (GF) Trampoline for Trampoline (TRA) &amp; Double Mini Trampoline (DMT). When TRA and DMT are utilized at this level a GF Trampoline TRAINED coach must be supervised by GF Trampoline CERTIFIED coach that is 18+ years of age. Coaches must be Gymnastics Foundations Artistic Gymnastics or Trampoline TRAINED for Tumbling (TUM) and must be supervised by a certified GF coach in respective discipline. Supervisor must be 18+ years of age.</i></p> <p><b>Tramp/DMT:</b> <i>Basic non-inverted skills, routine building with emphasis on safety.</i></p> <p><b>Fundamentals:</b> <i>Basic fundamental skills, landings and positions are required in all 3 events (TRA, TUM, DMT).</i></p> <p><b>Physical Prep:</b> <i>Easy and clear positions to develop a basic understanding of shapes and strength to encourage safe landings.</i></p>
<b>Training to Train</b> (Provincial Stream)	<p><b>Minimum NCCP Training:</b> <i>L2 Trampoline (TRA &amp; DMT &amp; TUM) or C1/L2 Artistic (TUM) TRAINED. <b>Trained coach must be supervised by L2 CERTIFIED coach in respective discipline. Supervisor must be 18+ years old.</b></i></p> <p><b>Tramp/DMT:</b> <i>All basic flipping skills (forward, backward up to barani's) and simple routines with flipping skills as spotters and dismounts.</i></p> <p><b>Tumbling:</b> <i>More advanced tumbling skills and routine combinations up to roundoff backhandspring.</i></p> <p><b>Physical Prep:</b> <i>Introduction to more difficult strength and flexibility skills to help in building strength required for more difficult skills.</i></p>
<b>Train to Train cont.</b> (Provincial Stream continuing)	<p><b>Minimum NCCP Training:</b> <i>L2 Trampoline (TRA &amp; DMT &amp; TUM) or C1/L2 Artistic (TUM) CERTIFIED.</i></p> <p><b>Tramp/DMT:</b> <i>Skills with additional twisting/flipping and more advanced skill combinations and routines.</i></p> <p><b>Tumbling:</b> <i>Multiple backhandsprings, whips, and saltos.</i></p> <p><b>Physical Prep:</b> <i>Exercises to continue to build the strength and flexibility required to safely perform more advanced skills.</i></p>



## APPENDIX #11

### TEAM EXCEL 2023 SELECTION PROCESS TRAMPOLINE AND TUMBLING PROGRAM NATIONAL ATHLETE DEVELOPMENT FUNDING



#### **Objectives:**

To further support developmental activities for high performance Trampoline and Tumbling

To support athletes moving towards the higher end of Level 5 and beyond with positive experiences

To provide funds targeted at Level 5 athletes towards assisting the process in making future National Teams.

#### **Team Selection Procedure:**

a) A team of 9 Level 5 athletes (regardless of age category or gender) will be selected to attend an out of province event as Team Alberta. The team will also include 2 coaches and 1-2 managers. As per other Alberta teams, their expenses will be cost shared with the remaining funding going to the athletes.

b) The team will be selected as follows (once selected, an athlete may compete on more events then what they were selected for):

i. Top 3 scores on Tumbling (prelims only) from the Team Excel Selection Event

ii. Top 3 on Trampoline (prelims only) from the Team Excel Selection Event

iii. Top 3 on DMT (4 Pass Prelims) from the Team Excel Selection Event

c) Athletes who mobilized to L6 last season, but have not yet competed in that level, are still eligible for the team.

#### **Eligibility for Funding:**

Must be an AGF member and compete in Level 5 on DMT, Trampoline, and/or Tumbling at the communicated selection event. Athletes and coaches will need to be ratified by the Trampoline and Tumbling technical committee (TTTC).

#### **Coach / Manager Selection:**

There will be two coaches selected from the clubs with the most athletes qualified to the team. The tiebreaker for coaches will be a point system with the highest-ranking athlete in each event earning 3 points and the lowest earning 1 point.

The team manager(s) will be selected from parents or other coaches of the athletes attending the Team Excel event. The request for managers will go out to all the qualified athletes and their clubs. We will ensure both male and female adults are represented in the event leadership.

#### **Eligible Team Excel Activities:**

The team will be selected to attend a Provincial Cup and or training camp in another province OR an international competition and or Training Camp, as approved by the TTTC.

**\*\*Note that for any out of country competition, all team members will need a valid passport\*\***

**Process for Funding:**

- The TTTC will identify and invite the qualified athletes to participate at the funded Team Excel event
- The Team Excel activity will be based on a cost share model. The funding will reduce but not fully cover the costs of the event. The approved AGF funding amount will be applied to the total amount, with the remaining cost split evenly between the athletes.
- Athletes will be required to pay a deposit before the trip with the remaining portion once all expenses have been accounted. Athletes need to indicate they intend to participate and pay the deposit within the set deadline.

## APPENDIX #12

Coach Certification Exemption Request Form		
Name:	Date:	
Address:		
Phone:	Email:	
Birthdate:	Level that you are asking for exemption:	Age:
<b>Submission Deadline: One (1) month before competition date</b>		
To what competition are you applying for exemption? <input type="checkbox"/> Westerns <input type="checkbox"/> Canadians		
Why are you applying for this exemption?		
What current certifications do you have?		
What is the reason for the delay in obtaining the required certifications?		
What are you doing currently to obtain the required certifications?		
Name of Supervising Coach:		
Signature of Supervising Coach:		
For AGF Use Only:		
Date Received:		
AGF Staff Signature:		

## Safe Sport Guidelines for Alberta's T&T Judges

Judging is a great opportunity for athletes, coaches, parents and other interested parties to be involved and stay involved in the sport of gymnastics. Knowing that Gymnastics Canada and the Alberta Gymnastics Federation is committed to promoting a safe environment for our members, these guidelines have been developed to set forth efforts to promote a safe environment for our officials. For more information refer to Alberta Gymnastics Federation for [Safe Sport Resources](#).

The following guidelines will be adhered to for sanctioned events and are highly recommended for invitationals.

### General Policies:

1. A Back/Police Check is required every 3 years in Alberta and yearly for Gymnastics Canada events.
2. Judges must complete the Respect in Sport (Activity Leaders) Course.
3. T&T judges must be at least 15 years old to judge in Alberta.
4. Judges should follow the "rule of two" as outlined in the [AGF's Safe Sport Resources](#) (<https://abgym.ab.ca/Safe-Sport/AGF-Resources>).

### Rooming Guidelines:

1. Unless the judges are related, they should be roomed with the same gender.
2. Judges under the age of 18 should not be roomed with a judge over the age of 18+ unless the judges are related, or the waiver has been signed accordingly.
3. Judges under the age of 18 will require parental consent to room by themselves, or with anyone other than family.
4. Judges who are still athletes should not be roomed with an unrelated direct coach or possible team coach.

### Travel Guidelines:

1. Judges are encouraged to carpool whenever possible. Travel arrangements must be approved by the judging chair for reimbursement.
2. However, judges under the age of 18 should not travel alone with an unrelated adult. If this is the case, special permission will be required in advance from the minor judge's guardian.
3. Judges under the age of 18 should establish a "buddy" system when away from the venue.



4. Any judge under the age of 18 is required to fill out the “Judging Travel Permission Form for Underage Judges” at the start of the season. This permission form is located below and must be sent to the T&T Judge Chair ([albertajudging@gmail.com](mailto:albertajudging@gmail.com)) and the T&T Program Manager ([trampoline@abgym.ab.ca](mailto:trampoline@abgym.ab.ca)).

## **Contacts:**

*AGF Safe Sport Information*

<https://www.abgym.ab.ca/Safe-Sport>

*AGF Safe Sport Contact*

[safesport@abgym.ab.ca](mailto:safesport@abgym.ab.ca)

*GCG Safe Sport*

Vacant as of Dec. 2022

*T&T Program Manager*

[trampoline@abgym.ab.ca](mailto:trampoline@abgym.ab.ca)

*Alberta's T&T Judging Chair*

Jessica Walper

[albertajudging@gmail.com](mailto:albertajudging@gmail.com)

## APPENDIX #14

### JUDGING TRAVEL PERMISSION FORM FOR UNDERAGE JUDGES

The permission of a parent or guardian is required before an underage judge can travel and stay overnight at any competition. The signing of this form indicates the parent or guardian is aware that the judge will travel by a private vehicle not owned by or insured through Alberta Gymnastics Federation and will be operated by another driver.

Signing this document as the parent or guardian, you are giving consent to allow your child in the specific unsupervised rooming situation listed below. Check the boxes for the scenarios that you and your child are comfortable with:

- Only prefer by themselves (only half of the room will be reimbursed)
- Only prefer with another minor
- Only prefer either by themselves or with another minor
- Okay by themselves or with either a minor or adult

While away judging at competitions throughout the 2022/2023 season, the parent or guardian is aware that their child will be independent and without supervision throughout the duration of the stay.

All of the listed information below must be provided in order for the underage judge to be allowed to travel and stay overnight at competitions for the 2022/2023 season:

*Date:* \_\_\_\_\_

*Judges Name:* \_\_\_\_\_

*Emergency Contact:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_ *Home Phone:* \_\_\_\_\_

*My child has permission to travel and stay overnight at any competition in the 2022/2023 season. I fully understand the information stated in this permission form.*

Printed Guardian/Parent Name

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_